Summer registration starts March 26. Register online at www.oakton.edu/conted.
Continuing Education
Noncredit Classes

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Do you already have an Oakton degree or certificate?
If so, you’re an alum!
To learn more about the Alumni Association and join our mailing list, visit us at www.oakton.edu/alumni.

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Tuition and Fees*

Enrollment Information - Enrollment in Alliance for Lifelong Learning classes is limited to adults 18 years of age or older except for GED and High School completion classes, which enroll younger students in accordance with each program’s specific age requirements.

Tuition - Tuition and fees are as low as operating costs and state law permits and are subject to change without notice. Tuition is the same for both in- and out-of-district residents, and does not include the cost of textbooks or materials. Personal checks are accepted. When providing a check as payment, you authorize the College to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. A $25 fee will be applied if your check is returned by the bank.

Processing Fee - Registrants will be charged an $8 non-refundable processing fee at the time of registration. However, students who register online at Oakton’s Web site will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or by fax will be charged an $8 fee with each registration form.

Cancellation Policy - If the Alliance cancels a class, registered students will receive a 100 percent tuition refund.

Refund Policy - If a student wishes to drop a class, a 100 percent tuition refund minus a $10 cancellation fee will be issued if the student notifies the Alliance office at least five business days prior to the first class session. No refunds will be issued for requests received less than five business days before the start of class unless authorized at the discretion of the Alliance administrators.

Residency (In-district Senior Citizens) - Residents of the Oakton Community College district who are 60 years or older are eligible to enroll for one-half of the course tuition stated for most courses (unless otherwise indicated). Proof of age and in-district residency must be provided in person prior to registration.

Acceptable documentation includes: a valid Illinois driver’s license or Illinois state ID; or two current bank statements or utility bills. Residency is required 30 days immediately prior to the beginning of the term. Additional proof may be requested at the discretion of the College.

Residents of Oakton’s district who are 65 or older whose annual household income is less than the threshold amount provided in Section 4 of the “Senior Citizens and Disabled Persons Property Tax relief and Pharmaceutical Assistant Act” may enroll without payment of tuition in regularly scheduled “A” coded (i.e. TEC A19-01) courses provided that available classroom space exists and tuition paying students enrolled constitute the minimum number required for the course. Proof of age and a signed declaration of annual income are required at the time of registration. Completion of a waiver request form is necessary with each registration.

General Information

Enrollment Verification - The Alliance does not send confirmation of enrollment. To verify enrollment, go to www.oakton.edu/conted.

Textbooks - Textbooks and materials are required for many classes. Costs for these items are not included in the tuition listed. If your classes are at a high school, we recommend that you arrive at least 30 minutes prior to the first class to purchase textbooks at the Alliance site office. Textbooks may also be purchased during the day at the Alliance office in the school where the class is held. Alliance textbooks are not available at the Oakton Community College bookstores.

Certificates - Certificates of completion are awarded to students in any Alliance class upon request of the instructor or student. Completion of classes is determined by instructors, with a minimum of 75 percent attendance in most programs.

Grading - Grades of “P” or “F” are issued to indicate successful completion or non-completion of a course. These grades do not compute in a grade point average.

Alert!Oakton - Receive notification about weather-related and emergency closings at Oakton. Sign up today for e-mail, text message, or voicemail alerts at my.oakton.edu. Instructions are on the Home tab.

*All information, including fees, is subject to change any time during the period for which the schedule is in effect.

Students with Disabilities - The Access and Disability Resource Center provides accommodations and services to college able students with documented disabilities. For information, call 847-635-1759 (Room 2400 Des Plaines campus)

Smoking Policy - No smoking is allowed inside the Des Plaines and Skokie campus buildings. At each individual site and class location, Alliance for Lifelong Learning students are required to adhere to the specific building policies.
Registration

ONLINE
Oakton’s flexible online registration system is available for Community Education, Emeritus, Continuing Education for Health Professionals, and select ESL courses. Register and pay, add or drop classes, view your class schedule, or receive your account summary. Register at www.oakton.edu/conted.

IN PERSON – Walk-in Registration
• Complete a registration form at the Alliance for Lifelong Learning office.
• Pay by cash, check or credit card (MasterCard, Visa, or Discover)
• For more information call 847-982-9888.
No confirmation of enrollment will be sent. You will be notified if a class is canceled or changed.
Note: Full payment includes tuition plus a $8 non-refundable processing fee.

WALK-IN REGISTRATION SITES:
Evanston Township High School, 847-424-7620
Office hours vary.

Oakton Community College
Alliance for Lifelong Learning
Des Plaines Campus, Room 1420
Skokie Campus, Room A120
Monday-Thursday, 7:45 a.m.-5 p.m.
The College is closed on Friday, Saturday and Sunday during the summer (late May through mid-August.)

Registration for online courses offered through Ed2go
Online classes offered through Ed2go can be easily identified by the -300, -301, -302, or -303 in their course code, and the word “online” in the information line (e.g., LSP B09-303, online, 8/17-10/7)
To register for an Ed2go online class you need to complete Steps 1 and 2 below:
1. Register with Oakton’s Alliance for Lifelong Learning. You may register online, by mail, by fax or in person, as shown above.
2. Complete an Enrollment Process at the Online Instruction Center.

This process should be completed for every online course you are taking. Note: The User ID and the Password that you use for myOakton won’t work there. You must create a separate account specifically for the Online Instruction Center. Please follow these instructions:
• Go to Online Instruction Center at www.ed2go.com/oakton.all
• Select the course category and subcategory on the left side of the screen
• Select the course you would like to take and click “Enroll Now”
• If you are a New Student (have never taken classes via ed2go) - Create an Account
• If you are a Returning Student (already have an account with ed2go) - Sign In
• New Students: Fill out the Student Profile page
• Select Payment Option:
  If you have already paid for the course with Oakton, select “Already Paid”
  If you haven’t paid for the course, select “Purchase Course” to receive payment instructions.
Note: Oakton students do not pay at the Online Instruction Center.

Technical Requirements:
• Internet access, e-mail, and Internet Explorer, Firefox, or Google Chrome Web browser.
• Specific software requirements are listed with course descriptions.

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<th>BUS</th>
<th>Section Number</th>
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Emeritus Program at Oakton is 32 years old—and going strong!

Summer classes are offered from June to August at the Skokie Campus. The program also partners with the Chicago Botanic Garden.

Here are some unique and entertaining classes offered this summer:

- Songs of the Heart: The Book of Psalms
- Mystery Religions of the Ancient Mediterranean
- Sullivan, Wright, and Gehry: The Art of Architecture
- Viewing the “J” in TV: Jewish Culture’s Impact on Television and Media
- Tribal Wisdom and Modern Civilization, Part II

Watch your mailbox for the Summer 2014 Emeritus Program class schedule.

For more information or to be added to our mailing list, call 847-635-1414 or visit www.oakton.edu/conted.
About the Alliance for Lifelong Learning (ALL)

Oakton Community College, a leader in adult and continuing education in Illinois, collaborates with Maine, Niles, Northfield, and Evanston Township high school districts to form an educational partnership called the Alliance for Lifelong Learning (ALL). In a typical year, more than 36,000 people register for adult education courses at the College. ALL coordinates the resources of each high school district to make additional instructional services available for every adult resident age 18 and over.

The following pages contain a diverse collection of interesting, challenging, and entertaining noncredit courses and events scheduled on weekdays, evenings, and weekends at Oakton’s campuses in Des Plaines and Skokie and many neighborhood-based locations, including the following high schools:

- Evanston Township High School
- Glenbrook South High School
- Maine East High School
- Maine West High School
- Niles North High School
- Niles West High School

Here you also will find other Oakton Community College programs developed in cooperation with community centers, libraries, and shopping malls, to better serve the needs and interests of district residents. Refer to the map on page 44 to pinpoint specific class sites. Everyone is welcome to attend any class at any location.

**Continuing Education Courses** offer a vast selection of special interest topics and hands-on experiences in Business, Career and Certification Training, Computer Courses, Exercise and Fitness, Healthy Living Topics, Home and Garden, Languages, Online Classes, and Tech Trends. For more information call 847.982.9888.

**General Educational Development (GED)** prepares students who have not completed high school for the High School Equivalency Exam. The GED certificate is accepted by most employers and schools. For more information call 847.635.1426.

**Evening High School** assists residents of Niles and Maine Townships in completing their high school education. For more information, call Tim Pappageorge at 847-825-4484 or Adult Education at 847-635-1426. Glenbrook residents must contact Frank Santa, Principal of Glenbrook Evening High School, 847.486.4465.

**Volunteers in Teaching Adults (VITA)** supplements the work of classroom teachers in English as a Second Language (ESL) and literacy classes, including the Learn to Read program. The College needs more volunteers to help adults improve English speaking and reading skills. Volunteers will learn about appropriate teaching methods and materials. For additional information call 847.635.1426.

**English as a Second Language (ESL)** courses expand the listening, speaking, reading, and writing skills of non-native speakers of English. These courses also acclimate students to American culture. For more information call 847.635.1426.

**Literacy Programs** include *Learn to Read to Learn* and *Bridges to Academic Reading and Writing*. *Learn to Read to Learn* classes identify, recruit, and instruct English-speaking adults and ESL adults seeking to reach specific life goals. *Bridges to Academic Reading and Writing* classes help intermediate ESL students prepare for the TOEFL or college classes. For more information call 847.635.1426.

**Continuing Education for Health Professionals (CEHP)** provides continuing education for Social Workers, Certified Counselors, Marriage and Family Therapists, Registered Nurses, Addiction Counselors, Nursing Home Administrators, Speech-Language Pathologists, Audiologists, and Dieticians. For more information call 847.635.1447.

**Emeritus Program** courses, “for the student who wasn’t born yesterday,” enable lifelong learners to take advantage of individual and series courses in the arts, humanities, science, international politics, and religion. These courses meet throughout the year on weekdays and weekends, giving seasoned students the opportunity to share valuable learning experiences with their peers. For more information call 847.635.1414 or visit www.oakton.edu/emeritus.

**The Business Institute** provides customized training and consulting for local businesses, and services for educational opportunities. For more information call 847.635.1447.

**Put Your Passion to Work!**

The Alliance for Lifelong Learning is looking for new course ideas and instructors who want to share their expertise. Send your ideas, a brief outline of your proposed class, and a short description of yourself to:

Oakton Community College

**Alliance for Lifelong Learning – Attention: New Classes**

P.O. Box 367, Skokie, IL 60077
Summer 2014 Noncredit Classes

All course information, including fees, is subject to change any time during the period for which the schedule is in effect.

Accounting

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Jay Cohen, accounting chair, at 847-635-1778 or jcohen@oakton.edu.

ATTENTION CPAs: Some courses under the Accounting, Business and Computer headings may qualify for CPE credit. Call 847-635-1808 for information regarding CPE credit.

ACCOUNTING FUNDAMENTALS I Fee: $119 (ONLINE) In-district seniors: $80
Increase financial awareness and accountability while gaining a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and the preparation of financial reports at the end of a fiscal period. Discussion includes accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities. Cover all the bases: from writing checks to preparing an income statement and closing out accounts. Requirements: Access to a calculator and a printer.
ACC A08-330, 5/21-7/11/14 CRN 50085
ACC A08-331, 6/18-8/8 CRN 50086
ACC A08-332, 7/16-9/5 CRN 50087

ACCOUNTING WITH PEACHTREE I (ONLINE)* Fee: $153
An introduction to Peachtree software. Includes setting up companies, entering payables, writing checks, entering sales, collecting receivables, tracking inventory, processing payroll, generating reports, entering journal entries, and creating financial statements. Completion of the “Financial Accounting” or basic accounting knowledge recommended.
ACC A12-C31, 6/23-7/31 CRN 50064

ACCOUNTING WITH QUICKBOOKS I* Fee: $113
Introduces QuickBooks software, including setting up companies, entering payables, writing checks, entering sales, processing discounts, tracking sales tax, collecting receivables, preparing journal entries, generating internal reports, and creating financial statements.
ACC A02-C31, OC/DP, 7 Tue., 6/17, 6-7:55 pm CRN 50061

ACCOUNTING WITH QUICKBOOKS I (ONLINE) Fee: $119
In-district seniors: $80
Designed for small-to-medium-sized business owners. Learn how to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; develop estimates; and generate reports. Requirements: QuickBooks or QuickBooks Pro 2011, 2012 or 2013.
ACC A02-330, 5/21-7/11/14 CRN 50082
ACC A02-331, 6/18-8/8 CRN 50083
ACC A02-332, 7/16-9/5 CRN 50084

MICROSOFT EXCEL FOR ACCOUNTANTS* Fee: $113
Gain hands-on experience in accounting applications of Microsoft Excel. Includes creating data boxes in financial accounting, using multiple sheets with Excel formulas, preparing professional quality financial reports, creating graphs to interpret business results, and using Excel functions to evaluate accounting data. Completion of the “Financial Accounting” course or basic accounting knowledge recommended. Textbook available in the Oakton’s bookstore.
ACC A03-C31, OC/DP, 7 Tue., 6/17, 8-10 pm CRN 50062

PAYROLL TAX ACCOUNTING* Fee: $103
Covers practical applications of payroll tax laws and requirements. Includes understanding and preparation of payroll records FICA, unemployment taxes, payroll registers, tax forms, and deposit coupons. Required textbook (approx. $100) available in the bookstore.
ACC A04-C31, OC/DP, 4 Tue., 5/20, 6-9:40 pm CRN 50603

Air Conditioning, Heating, and Refrigeration

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Larry Penar, department chair, at 847-635-1955 or lpenar@oakton.edu.

INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION* Fee: $453
Through lectures, demonstration, and lab experiences, course explores the function and operation of the vapor compression mechanical refrigeration used in air conditioning systems—including service procedures connected with the basic refrigeration cycle. Covers EPA certification registration for proper handling of refrigerants. Students are required to purchase basic hand tools for use in this and other refrigeration and air conditioning courses. A textbook may be required. Check with the bookstore.
AIR A06-C31, OC/DP, 8 MonWed., 6/9, 5-10 pm CRN 50605

EPA SECTION 608 CERTIFICATION* Fee: $103
The law requires that a person working on refrigeration systems must be certified in proper refrigerant usage. Prepare for the EPA Section 608 certification exam (payment of exam fees required). A textbook may be required. Check with the bookstore.
AIR A08-C31, OC/DP, 6 Tue., 6/10, 5-8:50 pm CRN 50606

Arts

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Louis Pierozzi, department chair, at 847-635-1838 or lpierozzi@oakton.edu.

PAINTING I* Fee: $350
Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C23.
ART C33-C31, OC/SK, 7 Mon/Tue/Wed/Thu., 6/16, 9:30 am-12:25 pm CRN 50609

PAINTING II* Fee: $340
Provides basic understanding of painting materials. Includes watercolors; oils/acrylics; and development of line, shape, spatial characteristics and color in terms of concept of work. Studio work outside of regular class time required. Prerequisite: ART C33.
ART C34-C31, OC/SK, 7 Mon/Tue/Wed/Thu., 6/16, 9:30 am-12:25 pm CRN 50610

*Course may also be taken for college credit.
CERAMICS I* Fee: $370
Course examines techniques of hand-built and wheel-thrown ceramics. Covers decorating and glazing techniques, as well as understanding of appropriate form. Studio work outside of regular class time required.
ART C43-C31, OC/DP, 7 Mon/Tue/Wed/Thu., 6/16, 9:30 am-12:40 pm CRN 50611

CERAMICS II* FEE: $370
A continuation of ART 134, further exploring ceramic techniques, glaze calculation, and aesthetic evaluation. Focuses on developing personal visual language. Studio work outside of regular class time is required. Prerequisite: ART C43 or consent of instructor or department chair.
ART C44-C31, OC/DP, 7 Mon/Tue/Wed/Thu., 6/16, 9:30 am-12:40 pm CRN 50696

DRAWING I* Fee: $335
Examine the basics of drawing and develop fundamental skills in proportion, value (shading), and perspective. Covers work from still life, live models, and outside subject matter as well as use of pencil, charcoal, conté, ink, and pastels. Studio work outside of class required.
ART C23-C31, OC/DP, 7 Mon/Tue/Wed/Thu., 6/16, 9:30 am-12:25 pm CRN 50607

DRAWING II* Fee: $335
A continuation of ART C23, focusing on developing a personal approach to media and subject matter. Studio work outside of class required. Prerequisite: Drawing I (ART C23).
ART C24-C31, OC/DP, 7 Mon/Tue/Wed/Thu., 6/16, 9:30 am-12:25 pm CRN 50608

STONE SCULPTURE WORKSHOPS: All Levels Fee: $175
Hone a range of techniques—including hammer and chisel, rasps, files, sanding, and polishing—and end up with a finished art piece! Materials fee of $100 payable to instructor on first day of class covers alabaster stone, tools, and work stand. Classes held at the instructor's studio, 2115 West Touhy Avenue, Chicago.
ART T08-31, HART, 10 Mon., 6/23, 9:30 am-12:30 pm, Brower CRN 50037
ART T08-32, HART, 10 Wed., 6/25, 9:30 am-12:30 pm, Brower CRN 50038

DIGITAL SCRAPBOOKING (ONLINE) Fee: $119
In-district seniors: $80
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements 9 or later, learn how to build digital collages and scrapbooks—and create your unique works of art.
ART C59-330, 5/21-7/11/14 CRN 50100
ART C59-331, 6/18-8/8 CRN 50101
ART C59-332, 7/16-9/5 CRN 50102

BUSINESS FINANCE FOR NON-FINANCIAL Fee: $119
PERSONNEL (ONLINE) In-district seniors: $80
Gain confidence in your business and financial decisions! Using practical explanations and real-life examples, course reviews how money flows through a typical business. Whether you're an employee, sales executive, supervisor, or manager, you'll gain an understanding of basic financial information and use it to make decisions that have a positive impact on your company's bottom line.
BUB A41-330, 5/21-7/11/14 CRN 50595
BUB A41-331, 6/18-8/8 CRN 50599
BUB A41-332, 7/16-9/5 CRN 50597

INTRODUCTION TO BUSINESS* Fee: $310
An introduction to the study of business. Covers issues and topics related to business and economics in the United States and globally; business careers; key components of a "business plan;" and the ethical, legal, and social responsibilities of business.
BUS A01-331, OC/DP, 7 Mon/Wed., 6/16, 9 am-12:15 pm CRN 50615
BUS A01-C32, OC/SK, 7 Tue./Thu., 6/17, 12:30-3:45 pm CRN 50616

BUSINESS ETHICS* Fee: $310
Investigate moral issues that arise in the conduct of business, marketing, and advertising. Of value for business students and consumers. Topics include corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers.
BUS A41-C31, OC/DP, 7 Mon/Wed., 6/16, 9:15-12:45 pm CRN 50608

Career and Certification Training

CDL TRAINING AND CERTIFICATION FREE ORIENTATION Fee: FREE
Get on the road for a new career in transportation. Includes classroom instruction, lab, and individual driving lessons. Prepare for the final exam leading to a Class A License certification. Prerequisite: All applicants must attend one of the free orientation sessions listed below. Visit www.cdlorientationoakton.eventbrite.com to register. For more information, see page 43.
Evanston Civic Center, 1 Tue., 6/10, 1-2:30 pm
Evanston Civic Center, 1 Sat., 6/14, 10-11:30 am

ADMINISTRATIVE ASSISTANT Fee: $119
FUNDAMENTALS (ONLINE) In-district seniors: $80
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. Become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.
BUB A42-330, 5/21-7/11/14 CRN 50598
BUB A42-331, 6/18-8/8 CRN 50599
BUB A42-332, 7/16-9/5 CRN 50600

Business
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas, department chair, at 847-635-1949 or bandbguy@oakton.edu.

BUSINESS LAW* Fee: $310
An introduction to business law. Covers basic law of contracts and sales, bailment case method, legal problems affecting business contracts, and development of common law as modified by the Uniform Commercial Code.
BUS A02-C31, OC/SK, 7 Tue/Thu., 6/17, 9 am-12:15 pm CRN 50697

*Course may also be taken for college credit.
The following three online courses are offered in partnership with Pearson Education.

Contact Jesse Ivory at jivory@oakton.edu for details on how to register for any of these courses.

**COLLABORATING AND COMMUNICATING EFFECTIVELY IN THE WORKPLACE** Fee: $50 (2 contact hours)

Analyze verbal and nonverbal workplace communication, including body language, facial expressions, emotions, and silence. Learn how to communicate in group settings and proper meeting etiquette. Ideal for individuals working in teams, transitioning to a new career, or returning to the workforce.

**SIX SIGMA GREEN BELT OVERVIEW** Fee: $1795 (48 contact hours)

Six Sigma is a disciplined, data-driven approach to eliminating defects in any process. Prepare for the American Association for Quality's Six Sigma Green Belt Certification exam by delving into key concepts. Explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. Note: Course does not provide certification.

**DEVELOPING EFFECTIVE SOCIAL AND CROSS-CULTURAL SKILLS FOR THE WORKPLACE** Fee: $50 (2 contact hours)

Understand the principal elements of social and cross-cultural skills and how they apply to today's global marketplace and increasingly diverse workplace. Learn appropriate workplace social skills and physical appearance as well as how to work with individuals from different cultural backgrounds.

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**CPR RESCUE** Fee: $35

Covers adult, child and infant CPR, as well as mouth-to-mouth, the Heimlich maneuver, and two-person CPR. OSHA, DCFS, and JCAHO compliant. American Heart Association recognition (AHA card) available for additional $3. Wear clothing suitable for kneeling on the floor and bring a pen or pencil. Disposable mannequin practice shields included for safety. CPR handbook is $3, payable in class. No senior discount.

- HEA E05-31, OC/DR, 1 Wed., 6/11, 6-9 pm, Sanders CRN 50027
- HEA E05-32, OC/SK, 1 Thu., 8/7, 6-9 pm, Sanders CRN 50028

**BECOME A VETERINARY ASSISTANT** Fee: $119 (ONLINE) In-district seniors: $80

If you like animals, you may enjoy working in a veterinary office or hospital. Learn about pet nutrition, vaccinations, works, fleas, first aid, euthanasia, and alternative medicine from a practicing veterinarian. Explore what it takes to run a veterinary office as a small business.

- BUB A60-330, 5/21-7/11/14 CRN 50523
- BUB A60-331, 6/18-8/8 CRN 50524
- BUB A60-332, 7/16-9/5 CRN 50525

**BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION (ONLINE)** In-district seniors: $80

Learn about canine reproduction and how to manage the entire dog breeding cycle, from assessing parent health to puppy care.

- BUB A61-330, 5/21-7/11/14 CRN 50526
- BUB A61-331, 6/18-8/8 CRN 50527
- BUB A61-332, 7/16-9/5 CRN 50528

**BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS (ONLINE)** In-district seniors: $80

Gain essential practical skills you need to become a valuable veterinary assistant. Covers restraint and examination techniques as well as how to collect and interpret blood and urine samples, assist in surgery, perform basic hygiene, take radiographs, and administer medications and vaccinations.

- BUB A62-330, 5/21-7/11/14 CRN 50529
- BUB A62-331, 6/18-8/8 CRN 50530
- BUB A62-332, 7/16-9/5 CRN 50531
Communication

INDIVIDUAL EXCELLENCE Fee: $119
(ONLINE) In-district seniors: $80
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.

BUB A22-330, 5/21-7/11/14 CRN 50583
BUB A22-331, 6/18-8/8 CRN 50584
BUB A22-332, 7/16-9/5 CRN 50585

INTERPERSONAL COMMUNICATION Fee: $119
(ONLINE) In-district seniors: $80
Succeed in daily interpersonal communications by understanding verbal and nonverbal habits; differences in cultural and gender conversation styles; developing effective listening skills; and mastering conflict management.

BUB A55-330, 5/21-7/11/14 CRN 50558
BUB A55-331, 6/18-8/8 CRN 50559
BUB A55-332, 7/16-9/5 CRN 50560

GRAMMAR REFRESHER Fee: $119
(ONLINE) In-district seniors: $80
Master the written word! Review the basics with an instructor who is an experienced newspaper copy editor, journalist, and technical writer. Learn to write grammatically correct complex sentences. Learn to identify and correct non-parallel structures, sentence fragments, run-ons, and shifts in person and tense. Course is not designed for ESL students.

COM S13-330, 5/21-7/11/14 CRN 50454
COM S13-331, 6/18-8/8 CRN 50455
COM S13-332, 7/16-9/5 CRN 50456

MASTERY KEYBOARDING Fee: $80
(ONLINE) In-district seniors: $80
Learn to type with the latest software technology. All students will have the opportunity to type with computer keyboards. 

BUB A22-330, 6/18-8/8 CRN 50583
BUB A22-332, 7/16-9/5 CRN 50585

MERRILL REAM SPEED READING Fee: $119
(ONLINE) In-district seniors: $80
Save time by learning to read faster and with better comprehension from acclaimed speed reading expert Merrill Ream, Ph.D. Course is a complete speed reading experience. Topics follow a logical progression with plenty of time to master the skills and techniques you’ll need for lasting proficiency as a speed reader.

COM S57-330, 5/21-7/11/14 CRN 50415
COM S57-331, 6/18-8/8 CRN 50416
COM S57-332, 7/16-9/5 CRN 50417

BASIC COMPUTER Fee: $160

Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underlie, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.

No senior discount. No class 7/7/14.

DPR A22-31, OC/DP, 5 Wed., 6/11, 6 -9 pm CRN 50667
DPR A22-32, OC/SC, 5 Mon., 6/9, 6 -9 pm CRN 50668

WINDOWS APPLICATIONS Fee: $150

This hands-on course will show you how to minimize, maximize, scroll, move, drag, and resize windows. Explore and learn the difference between Notepad, WordPad and Word. Manage files using Windows and/or My Computer. Learn about multitasking and how to work with more than one document. No senior discount. No class 7/3/14.

DPR A76-31, OC/SC, 4 Thu., 6/12, 5:30-9:30 pm CRN 50041

Computer Classroom Locations: Room numbers are posted on the doors in front of the Alliance offices: Des Plaines, Room 1420; Skokie, Room A120. Check the room number before going to your classes.

Computer Keyboarding Skills

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu.

BASIC KEYBOARDING Fee: $153

Enables the beginning student to master proper keyboarding techniques and develop minimum 18 wpm speed and accuracy.

COF A02-C31, ONLINE, 6/9-7/13 CRN 50617

KEYBOARDING SPEED AND ACCURACY DEVELOPMENT* Fee: $153

Designed to increase your keyboarding speed while improving accuracy by indentifying your weaknesses and prescribing individual corrective practice. Prerequisite: Keyboarding of a minimum of 20 wpm (without looking at the keyboard).

COF A06-C31, ONLINE, 7/7-7/31 CRN 50618

COMPUTER KEYBOARDING Fee: $119
(ONLINE) In-district seniors: $80

Get ready to successfully take a timed writing test during a job interview. Learn how to type-text (type text without looking at your keyboard) with keyboarding Pro 5, a typing tutorial designed for personal computers. Learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you’re a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. You’ll receive the instructions on how to download and install the software when class begins. Course not suitable for Macintosh users.

OFF A39-330, 5/21-7/11/14 CRN 50182
OFF A39-331, 6/18-8/8 CRN 50183
OFF A39-332, 7/16-9/5 CRN 50184

Beginning/Introductory Computer Skills

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu.

BASIC COMPUTER Fee: $160

Learn how and when to use the start menu and the basics of customizing your desktop. Save, copy, move, create shortcuts, print files, and use bold, italic, underline, and spell check to enhance your documents. Master e-mail to send pictures to your friends and family.

No senior discount. No class 7/7/14.

DPR A22-31, OC/DP, 5 Wed., 6/11, 6 -9 pm CRN 50667
DPR A22-32, OC/SC, 5 Mon., 6/9, 6 -9 pm CRN 50668

WINDOWS APPLICATIONS Fee: $150

This hands-on course will show you how to minimize, maximize, scroll, move, drag, and resize windows. Explore and learn the difference between Notepad, WordPad and Word. Manage files using Windows and/or My Computer. Learn about multitasking and how to work with more than one document. No senior discount. No class 7/3/14.

DPR A76-31, OC/SC, 4 Thu., 6/12, 5:30-9:30 pm CRN 50041

Textbooks are required for most computer classes. While Continuing Education textbooks are not available at Oakton’s Bookstores, they can be purchased through online vendors or from the instructor on the first day of class (see class descriptions for ISBNs). Fees for textbooks purchased in class are non-refundable.
INTRODUCTION TO WINDOWS 7 (ONLINE) Fee: $119
In-district seniors: $80
If you're new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. Learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you'll master all the skills you need to make the transition from helpless beginner to knowledgeable user!
DPR A23-330, 5/21-7/11/14 CRN 50305
DPR A23-331, 6/18-8/8 CRN 50306
DPR A23-332, 7/16-9/5 CRN 50307

COMPUTER SOFTWARE AND CONCEPTS: OFFICE 2010, VISIO, PHOTOSHOP, AND WEB PAGE DEVELOPMENT* Fee: $443
Course introduces business application software and fundamental concepts of computer hardware. Hands-on experience in word processing, spread sheeting, database development, presentation graphics, digital imaging and photo editing, diagramming software, Windows operating system, computer security, and Internet (Web browsers, email, and Web site development) software. Course is intended for students seeking careers as Information Technology (IT) professionals or for those needing exposure to various software applications. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills. (Supplemental lab work will be required.)
CPT A01-C31, OC/SK, 8 Tue./Thu., 6/10, 9 am-12:50 pm CRN 50624

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS: OFFICE 2010* Fee: $320
Course introduces computers and information systems. Content includes fundamental concepts of hardware and software as applied to computers in a business environment; programming, operating systems, the Internet, data communications, systems development life cycle, and information systems; use of typical software packages including word processing, spread-sheeting, database and presentation graphics. Course is intended for students seeking a career as a computer professional, for those needing to understand the role and use of Information Systems in the business community, and for students interested in learning introductory "end user" computer skills. Recommended: High school algebra, pre-algebra, elementary algebra, or equivalent skills.
CPT A19-C31, OC/DP, 4 Mon.-Thu., 5/19, 9 am-12:45 pm CRN 50627
CPT A19-C32, OC/SK, 5/26/14 CRN 50628
CPT A19-C33, OC/DP, 8 Tue./Thu., 6/10, 9 am-12:45 am CRN 50629
CPT A19-C34, OC/DP, 7Tue./Thu., 6/17, 6-10 pm CRN 50630

Business/Office Applications
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Doris Gronseth at 847-376-7055 or dgronset@oakton.edu.

INTRODUCTION TO MICROSOFT WORD (ONLINE) Fee: $119
In-district seniors: $80
Discover what you can do with this word processing software. Learn to edit, format, copy and move text; work on two or more documents simultaneously; change margins and tab settings; automatically center, right align, justify, and indent text; run grammar and spell check; use the thesaurus; and organize and print documents. Requirements: Microsoft Word or Office 2007 or 2010. Not suitable for Macintosh users.
DPR A83-330, 5/21-7/11/14 CRN 50293
DPR A83-331, 6/18-8/8 CRN 50294
DPR A83-332, 7/16-9/5 CRN 50295

INTRODUCTION TO MICROSOFT EXCEL (ONLINE) Fee: $119
In-district seniors: $80
Course covers use and application of basic word processing functions. Content includes entering, formatting, editing, moving, saving, printing and retrieving text; proofreading, correcting errors and spell-checking; page numbering, headers and footers, footnotes/endnotes, hypenation, thesaurus, merge, tables (including math calculations), sort; additional content includes Macros, templates, table of contents, indexes, fonts, and columns; introduction to styles, charts, and forms; features and techniques to enhance and simplify document creation. Hands-on applications provided to reinforce use. Recommended: Hands-on experience using Windows software and keyboarding skill 20 wpm.
CPT A26-31, OC/DP, 4 Mon-Thu., 6/4-6/27, 6-9 pm CRN 50626
CPT A26-32, OC/DP, 4 Wed., 6/4-6/27, 6-9 pm CRN 50627
DPR A19-C31, OC/SK, 4 Tue., 6/3, 6-9 pm CRN 50628
DPR A19-C32, OC/SK, 5/26/14 CRN 50629
CPT A19-C33, OC/DP, 8 Tue./Thu., 6/10, 9 am-12:45 am CRN 50630
DPR A19-C34, OC/DP, 7Tue./Thu., 6/17, 6-10 pm CRN 50631

ACROBAT 9 (ONLINE) Fee: $119
In-district seniors: $80
Adobe Acrobat 9 gives you the power to create PDF documents from scratch or from a variety of source files. Learn to use many of the popular software's time- and cost-saving features.
Requirements: Adobe Acrobat 9 for Windows or Mac.
DPR A26-330, 5/21-7/11/14 CRN 50308
DPR A26-331, 6/18-8/8 CRN 50309
DPR A26-332, 7/16-9/5 CRN 50310

INTRODUCTION TO MICROSOFT EXCEL Fee: $150
Learn to develop and maintain basic worksheets; enter formulas and functions; build and sort lists; cut, paste, and copy; and adjust page setup options. Explore shortcuts for easier navigating. Change charts, column width, alignment, and text colors; move and rename worksheets; build and sort lists; create templates and customize the appearance of a worksheet using graphics and databases.
DPR A84-31, OC/SK, 4 Tue., 6/3, 6-9 pm CRN 50043
DPR A84-32, OC/DP, 4 Wed., 6/4, 6-9 pm CRN 50042

COMPREHENSIVE WORD PROCESSING* Fee: $340
Learn how to use the world's most popular word processor for creating documents and formatting text. Master the user interface, create a variety of documents, and transfer them between Word 2011 for Mac and any version of Microsoft Word for Windows.
DPR A83-331, 5/21-7/11 CRN 50668
DPR A83-332, 6/18-8/8 CRN 50669
DPR A83-333, 7/16-9/5 CRN 50670

*Course may also be taken for college credit.
ELECTRONIC SPREADSHEETING

**USING EXCEL: 2010***

Course introduces Microsoft Excel. Topics focus on business applications and problem solving. **Recommended:** Pre-algebra and hands-on experience using Windows software.

COF A35-C31, OC/SK, 5 MonWed., 6/9, 6-10 pm

CRN 50621

**Fee:** $222

BASIC AND INTERMEDIATE EXCEL

**Fee:** $264

Learn to develop and maintain basic worksheets, enter formulas and functions, build and sort lists, create templates and charts, customize worksheet appearance, manage data, and use Excel with other programs. Course incorporates basic and intermediate Excel classes at a discounted rate ($36 savings). **No class 7/1, 7/2/14.**

DAT A14-31, OC/SK, 8 Tue., 6/3, 6-9 pm

CRN 50400

DAT A14-32, OC/DP, 8 Wed, 6/4, 6-9 pm

CRN 50039

**INTERMEDIATE MICROSOFT EXCEL**

**Fee:** $150

Build on your Excel knowledge and learn more techniques for developing and maintaining worksheets. After a brief review of Excel functions, course will progress to more advanced operations. Explore using the data form to view and change records, discover shortcuts for entering formulas and functions, create amortization schedules, and work with databases.

DPR A85-31, OC/SK, 4 Tue., 7/8, 6-9 pm

CRN 50045

DPR A85-32, OC/DP, 4 Wed., 7/8, 6-9 pm

CRN 50044

**INTERMEDIATE MICROSOFT EXCEL (ONLINE)**

**Fee:** $119

In-district seniors: $80

Work faster and more productively with Excel. Use the Pivot Table and AutoFilter to rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to perform complex math. **Prerequisite:** Introduction to Microsoft Excel (DPR A84) or equivalent. **Requirements:** Windows XP or newer and Excel or Office 2007 or 2010. Not suitable for Macintosh users.

DPR A85-330, 5/21-7/11/14

CRN 50299

DPR A85-331, 6/18-8/8

CRN 50300

DPR A85-332, 7/16/9/5

CRN 50301

PRESENTATION SOFTWARE

**USING POWERPOINT: 2010***

**Fee:** $237

Learn to plan, compose, and create effective desktop presentations.

COF A30-C31, OC/SK, 8 Tue/Thu., 6/10, 9 -11:30 am

CRN 50620

COF A30-C32, OC/DP, 8 Tue., 6/10, 6-10 pm

CRN 50690

MICROSOFT POWERPOINT

**Fee:** $119

In-district seniors: $80

PowerPoint is one of the best presentation programs on the market. Learn to create overhead transparencies, 35 mm slides and electronic slide presentations from facts and figures. Dazzle audiences with multimedia slides, charts, outlines and graphs. Add clip art, hypertext links, and special effects to presentations. **Requirements:** Microsoft PowerPoint or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A70-330, 5/21-7/11/14

CRN 50281

DPR A70-331, 6/18-8/8

CRN 50282

DPR A70-332, 7/16-9/5

CRN 50283

INTRODUCTION TO MICROSOFT ACCESS

**Fee:** $119

In-district seniors: $80

Access is a database used to store and sort useful information. Create tables, relationships, custom data entry forms, queries, reports, mailing labels, and Macros. Learn to merge the data in your Access tables with Microsoft Word form letters. **Requirements:** Microsoft Windows XP or newer, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A71-330, 5/21-7/11/14

CRN 50284

DPR A71-331, 6/18-8/8

CRN 50285

DPR A71-332, 7/16-9/5

CRN 50286

**INTERMEDIATE MICROSOFT ACCESS**

**Fee:** $119

(ONLINE)

In-district seniors: $80

Build a fully-automated database management system complete with custom data entry forms. Add graphics, sound, and Macros to your database and gain skill in advanced reporting techniques. **Prerequisite:** Introduction to Microsoft Access (DPR A71) or equivalent. **Requirements:** Microsoft Windows XP or newer, and Microsoft Access or Office Professional 2007 or 2010. Not suitable for Macintosh users.

DPR A98-330, 5/21-7/11/14

CRN 50254

DPR A98-331, 6/18-8/8

CRN 50255

DPR A98-332, 7/16-9/5

CRN 50256

DATABASE APPLICATIONS USING ACCESS: 2010***

**Fee:** $340

Learn about database structures and design; create tables; develop and run queries, forms, and reports; develop Macros and more.

COF A40-C31, OC/DP, 8 Tue/Thu., 6/10, 6-10 pm

CRN 50622

MICROSOFT OFFICE 2007:

**NEW FEATURES (ONLINE)**

**Fee:** $119

In-district seniors: $80


DPR A21-330, 5/21-7/11/14

CRN 50302

DPR A21-331, 6/18-8/8

CRN 50303

DPR A21-332, 7/16-9/5

CRN 50304

MICROSOFT OFFICE 2010:

**NEW FEATURES (ONLINE)**

**Fee:** $119

In-district seniors: $80

Get up to speed on the latest version of Microsoft Office 2010! Explore features added in 2010 and 2008 as you work with Word documents, Excel spreadsheets, PowerPoint presentations, and Access databases. If you’re still using Office 2003 or 2007, you’ll learn how to transition smoothly to this newer version—and if you’re already using Office 2010, you’ll discover ways to work more quickly, efficiently, and confidently. Course not suitable for Macintosh users.

DPR A20-330, 5/21-7/11/14

CRN 50350

DPR A20-331, 6/18-8/8

CRN 50351

DPR A20-332, 7/16-9/5

CRN 50352

INTRODUCTION TO MICROSOFT PROJECT: 2010 (ONLINE)

**Fee:** $119

In-district seniors: $80

Discover how to effectively plan, implement, and control projects using Microsoft Project, the world’s most popular project management software. No matter how complex your projects are, Microsoft Project will help you cut them down to size, producing plans that will wow your audience and empower you to achieve your business goals.

DPR A52-330, 5/21-7/11/14

CRN 50278

DPR A52-331, 6/18-8/8

CRN 50279

DPR A52-332, 7/16-9/5

CRN 50280

INTRODUCTION TO MS PUBLISHER (ONLINE)

**Fee:** $119

In-district seniors: $80

Learn how Microsoft’s comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands-on, project-oriented course gives you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts. **Requirements:** Publisher 2007, Office 2007 (Small Business or Professional Edition only). Not suitable for Macintosh users.

DPR A08-330, 5/21-7/11/14

CRN 50341

DPR A08-331, 6/18-8/8

CRN 50342

DPR A08-332, 7/16-9/5

CRN 50343

*Course may also be taken for college credit.*
Learn the fundamental computer skills you need to succeed in today’s workplace. You’ll discover practical applications for e-mail, word processors, spreadsheets, and databases. Requirements: Microsoft Windows XP or newer with any edition of Microsoft Office 2000 or newer, or Macintosh OS with any edition of Microsoft Office 2004 (Macintosh) will be supported.

DAT A17-330, 5/21-7/11/14       CRN 50393
DAT A17-331, 6/18-8/8           CRN 50394
DAT A17-332, 7/16-9/5           CRN 50395

INTRODUCTION TO MS OUTLOOK Fee: $119
(ONLINE) In-district seniors: $80

Become more organized and productive. Work with Calendar, Contacts, and Research Library. Learn how to protect, backup, and restore your information. Requirements: MS Office Outlook 2007 or 2010. Not suitable for Macintosh users.

DPR A12-330, 5/21-7/11/14       CRN 50347
DPR A12-331, 6/18-8/8           CRN 50348
DPR A12-332, 7/16-9/5           CRN 50349

Cisco Networking
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.

IMPLEMENTING CISCO NETWORK SECURITY* Fee: $453
Course provides the knowledge and hands-on skills required to install, troubleshoot, and monitor Cisco security network devices. Students who complete this course are prepared to sit for the Cisco Certified Networking Associate (CCNA) Security Certification exam. Prerequisite: CCNA Certification or consent of instructor
INT A10-C31, OC/SK, 8 Mon/Wed., 6/9, 6-9:50 pm    CRN 50694

TOPICS IN COMPUTER NETWORKING AND SYSTEMS: CISCO CERTIFICATION EXAM PREPARATION* Fee: $310
Covers variety of topics covering technological advances in computer networking and systems/LAN. Each section of the course focuses on a specific topic. Course may be repeated up to three times with different topics. Prerequisite may vary by topic.
INT A08-C31, OC/DP, 8 Mon/Wed., 6/9, 6:8:50 pm       CRN 50645

Computer Networking and Systems
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Reza Dai, program coordinator, at 847-376-7778.

NETWORKING ESSENTIALS* Fee: $350
Learn the fundamentals of electronic data communications with an emphasis on creating a local area network (LAN). Explore the the OSI (Open Systems Interconnection) model.
NTS A05-C31, OC/SK, 8 Mon/Wed., 6/9, 6-9:50 pm    CRN 50658
NTS A05-C32, OC/SK, 8 Tue./Thu., 6/10, 9 am-12:50 pm    CRN 50659

*Course may also be taken for college credit.
Noncredit classes

FUNDAMENTALS OF VIRTUALIZATION TECHNOLOGIES* Fee: $247

Presents the fundamentals of virtualization technology using the latest virtualization products in networked server environments. Gain the knowledge necessary to install virtual networks, implement high-availability clusters, enhance performance and security, and build the skills necessary for understanding virtualization. Recommended: Consent of instructor, coordinator, or program chair.

NTS A28-C31, OC/SK, 8 Tue., 6/10, 6-9:50 pm CRN 50701

WINDOWS DESKTOP OPERATING SYSTEM: WINDOWS 8* Fee: $350

Acquire the knowledge and skills necessary to install and configure Microsoft Windows Desktop Operating System (OS) software on stand-alone and client computers in workgroup or domain. Course covers the most recent release of Microsoft Windows to prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications. Knowledge of the fundamentals of current networking technology is recommended.

NTS A10-C31, OC/SK, 8 Tue/Thu., 8/10, 1:30 - 5:20 pm CRN 50660

ORIENTATION TO IT PROFESSIONS* Fee: $103

Learn more about the field of information technology. Topics include a survey of the IT professions, employment skills, definitions, associations, current issues, salaries, and self-assessment survey of skills and competencies. Students required to attend a local meeting of a professional association related to the field.

NTS A01-C31, OC/SK, 8 Wed., 6/11, 4-5:50 pm CRN 50699

MICROSOFT WINDOWS COMMAND LINE ADMINISTRATION* Fee: $247

Course concentrates on Command Line support for the character based interface used to manage Windows Server that boasts a vast range of functions, commands, and applications using intermediate and advanced tools. Topics include knowledge and skills necessary to administer Microsoft Windows Server and Workstation in a variety of environments from the Command Line. Focuses on the most recent release of Windows.

NTS A40-C31, OC/SK, 8 Mon./Wed., 6/9, 6 - 8:40 pm CRN 50661

HEALTH INFORMATION NETWORKING* Fee: $350

Equips students with knowledge and skills that can be applied toward entry level specialist careers in healthcare networking. Topics include basic information about healthcare settings; principles of security and privacy in healthcare; fundamentals of information technology in healthcare; fundamentals of electronic health record (EHR) systems; basic information on medical practice workflows and how to adjust workflows for electronic medical record implementations; designing a network to support a medical group; securing a network for a medical group; and troubleshooting a network for a medical group. Prerequisite: consent of instructor, coordinator or program chair. Recommended: General attitude or disposition toward a program of study and career in internetworking in a healthcare setting.

NTS A23-C31, OC/SK, 8 Tue/Thu., 6/10, 6-9:50 pm CRN 50700

MICROSOFT INSTALLING, CONFIGURING AND ADMINISTERING SQL SERVER* Fee: $350

Course provides knowledge and skills required to install, configure, administer, and troubleshoot client-server database management system of Microsoft SQL Server. Course covers the most recent release of Microsoft Windows which prepare students for the Microsoft Certified Information Technology Professional (MCITP) and/or Microsoft Certified Technology Specialist (MCTS) certifications and is a core examination in the Microsoft Database Administration (MCDBA) curriculum. Recommended: Consent of instructor, coordinator or program chair.

NTS A57-C31, OC/SK, 8 Tue./Thu., 6/10, 6-9:50 pm CRN 50662

*Course may also be taken for college credit.

PC Troubleshooting and Security

INTRODUCTION TO PC Troubleshooting (ONLINE) In-district seniors: $80

Don’t spend hard-earned money on PC repairs! Dive under the hood of your PC and discover dozens of proven measures you can take to protect your valuable electronics and irreplaceable data from disaster. Learn how to manage power problems, memory glitches, drive/file errors, and boot failure. Requirements: Microsoft Windows XP or newer.

DPR A28-330, 5/21-7/11/14 CRN 50311
DPR A28-331, 6/18-8/8 CRN 50312
DPR A28-332, 7/16-9/5 CRN 50313

INTRODUCTION TO PC SECURITY (ONLINE) In-district seniors: $80

What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, quickly brings you up to speed on the fundamentals of PC and network security. Learn about the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how to implement simple solutions to minimize risks. Requirements: A familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings (or completion of Introduction to Windows XP).

DPR A49-330, 5/21-7/11/14 CRN 50323
DPR A49-331, 6/18-8/8 CRN 50324
DPR A49-332, 7/16-9/5 CRN 50325

Programming

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904 or mreznick@oakton.edu.

INTRODUCTION TO C# PROGRAMMING (ONLINE) In-district seniors: $80

Ideal for enthusiasts, professionals climbing the career ladder, and programmers who want to advance to object-oriented programming. Learn to write programs that incorporate basic programming logic and elementary data structures, as well as windows, forms, and object-oriented techniques. Prior programming experience not required. Requirements: Microsoft Visual C#2010 Express Edition (free Express edition can be downloaded from Microsoft)

DAT A33-330, 5/21-7/11/14 CRN 50371
DAT A33-331, 6/18-8/8 CRN 50372
DAT A33-332, 7/16-9/5 CRN 50373

INTRODUCTION TO C++ PROGRAMMING (ONLINE) In-district seniors: $80

Learn the fundamentals of computer programming with C++, the in demand, incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java. Every lesson includes practical assignments, enabling you to put your knowledge to work right away.

DAT A33-330, 5/21-7/11/14 CRN 50374
DAT A33-331, 6/18-8/8 CRN 50375
DAT A33-332, 7/16-9/5 CRN 50376

TOPICS IN CIS: PHP PROGRAMMING* Fee: $438

Learn how to build, test, and publish apps using the PHP platform. Programming experience and instructor consent required.

CPT A02-C31, OC/DP, 4 Mon/Tue/Wed/Thu., 5/19, 6-9:50 pm CRN 50625
MAC, IPHONE, AND IPAD PROGRAMMING
(ONLINE)
Fee: $119
In-district seniors: $80
Create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler. Whether you are new to programming or familiar with programming a different type of computer, this course can help you master the basics of creating apps for your Mac.
DAT A12-330, 5/21-7/11/14 CRN 50387
DAT A12-331, 6/18-8/8 CRN 50388
DAT A12-332, 7/16-9/5 CRN 50389

INTRODUCTION TO VISUAL BASIC PROGRAMMING (ONLINE)
Fee: $119
In-district seniors: $80
Visual Basic, the most widely used programming language for creating Windows applications, is easy to learn and has all the features of modern programming languages. Review the basic building blocks of programming, including variables, control structures, and loops. Explore Visual Basic's large function library, including the .NET Framework, and learn to write and use your own functions. Delve into event-driven and object-oriented programming—concepts important in Visual Basic and other programming languages.
DPR A29-330, 5/21-7/11/14 CRN 50314
DPR A29-331, 6/18-8/8 CRN 50315
DPR A29-332, 7/16-9/5 CRN 50316

INTRODUCTION TO RUBY PROGRAMMING (ONLINE)
Fee: $119
In-district seniors: $80
Learn how to create an interactive Web blog that allows visitors to register and post articles and comments. You'll see how the popular Ruby on Rails framework environment creates much of the code for you, and how to use the Ruby programming language to modify the code to customize your Web site. The blog we'll create also uses the popular MySQL database server to store the blog data that appears on the site, and it provides a search feature to allow visitors to easily search past blog entries. Software: InstantRails software package—download from instantrails.rubyforge.org. Installation instructions will be provided at the first class session.
DPR A10-330, 5/21-7/11/14 CRN 50344
DPR A10-331, 6/18-8/8 CRN 50345
DPR A10-332, 7/16-9/5 CRN 50346

INTRODUCTION TO JAVA PROGRAMMING (ONLINE)
Fee: $119
In-district seniors: $80
Java is one of the most widely-used computer languages in the world, and it's easy to learn. Start with the basics of program design and go on to write your own programs that integrate input and output, calculations, decision making, and loops. Build knowledge and confidence with easy-to-understand examples and skill-building exercises. By the time we're done, you'll be comfortable with Java programming and ready for more! Course uses the most recent versions of the Java Development Kit (JDK) and Blue J. Download and installation instructions provided during course.
DAT A07-330, 5/21-7/11/14 CRN 50430
DAT A07-331, 6/18-8/8 CRN 50431
DAT A07-332, 7/16-9/5 CRN 50432

INTERMEDIATE JAVA PROGRAMMING (ONLINE)
Fee: $119
In-district seniors: $80
Deepen your understanding of Java, and write programs that are more sophisticated and professional. Learn how to permanently save information by writing to a sequential data file, and how to retrieve saved data for processing. Organize information using Java's class hierarchy and inheritance. Explore the hundreds of classes that are built into the Java language. Find out how to create GUI applications using built-in tools. Master the principles you learn by designing several complete applications and solving practical problems. Requirement: Completion of “Introduction to Java Programming” or equivalent experience.
DAT A08-330, 5/21-7/11/14 CRN 50433
DAT A08-331, 6/18-8/8 CRN 50434
DAT A08-332, 7/16-9/5 CRN 50435

INTRODUCTION TO PROGRAMMING
(ONLINE)
Fee: $119
In-district seniors: $80
Take the first step toward a computer programming career as you master basic programming concepts and get hands-on practice in writing applications containing Graphical User Interface (GUI), sounds, and graphics. Use Just BASIC, a free Windows programming language, to create stand-alone applications for personal and professional use. Not suitable for Macintosh users.
DPR A07-330, 5/21-7/11/14 CRN 50338
DPR A07-331, 6/18-8/8 CRN 50339
DPR A07-332, 7/16-9/5 CRN 50340

TOPICS IN CIS: DATABASE PROGRAMMING USING JAVA*
Fee: $458
Learn how to build, test, and publish apps using Apple's professional app development environment, XCode, and write code using Apple's Objective C. Programming experience and instructor consent required.
DPT A02-C32, OC/IP, 8 Mon/Wed., 6/11, 6-9:55 pm CRN 50626

INTRODUCTION TO AJAX PROGRAMMING (ONLINE)
Fee: $119
In-district seniors: $80
Transform the way your Web applications look and feel! With Ajax programming, create applications that provide levels of responsiveness previously unheard of on the Web. Learn each of the technologies that comprise Ajax: HTML, JavaScript, the Document Object Model (DOM), cascading style sheets (CSS), the XML HttpRequest object, extensible markup language (XML), and PHP scripting. Develop a highly marketable set of skills that are currently in demand.
DAT A26-330, 5/21-7/11/14 CRN 50353
DAT A26-331, 6/18-8/8 CRN 50354
DAT A26-332, 7/16-9/5 CRN 50355

Dance
Note: Fees are per person.

SIZZLING SALSA, MERENGUE, CUMBIA AND BACHATA
Fee: $55
Singles and couples! Enjoy your evenings learning easy-to-complex Salsa patterns. All ability levels are welcome to have fun. No refund after the class begins. No senior discount.
PED E88-31, OC/SK, 6 Tue., 6/10, 6:30-7:30 pm, Strain CRN 50036

MAD HOT BALLROOM AND SWING
Fee: $55
Learn the sensuals Tango, Rumba, Cha-Cha-Cha, and Swing the DanceMates easy way. No prior experience or partner necessary. No refund after the class begins. No senior discount.
PED D01-31, OC/SK, 6 Tue., 6/10, 7:35-8:35 pm, Strain CRN 50035

Design/AutoCAD
These courses provide training in mechanical design based on computer-aided techniques. Design experts handle hands-on instruction.
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a noncredit class, contact David Geller at 847-376-7707 or dgeller@oakton.edu.

BASIC AUTOCAD: 2012/13*
Fee listed with section
Course is first of three in drafting and design using AutoCAD software. Covers setting up a drawing electronically drawing and editing construction techniques display commands effective layering, dimensioning and detailing, using blocks, and plotting.
DES A03-C31, OC/SK, 8 Tue./Thu., 6/10, 6-9:50 pm, $385 CRN 50634
DES A03-C32, ONLINE, 6/16-7/31, $360 CRN 50635

*Courses may also be taken for college credit.
### Noncredit classes

**INTRODUCTION TO SOLIDWORKS*** Fee: $385  
Explores the theory and application of solid modeling techniques for product design and manufacturing using SolidWorks parametric modeling software. Covers transforming computer sketches into three-dimensional features, and parametric modeling techniques are further explored to create computer models of plastic molded parts, casting, and sheet metal. Learn more about photorealistic rendering and animation of three-dimensional models to visually communicate design ideas.  
DES A08-C31, OC/SK, 8 Mon./Wed., 6/9, 6-9:30 pm CRN 50636

**REVIT MEP: MECHANICAL, ELECTRICAL, PLUMBING*** Fee: $488  
Course in BIM technologies for Revit will focus on HVAC, plumbing and electrical systems. Topics include working with linked architectural files, piping systems and fire protection systems, electrical components, circuits, cable tray and conduits, annotating construction documents and creating schedules.  
DES A21-C31, OC/SK, 8 Tue./Thu., 6/10, 9 am-12:20 pm CRN 50691

**ARCGIS - INTRODUCTION TO GEOSPATIAL INFORMATION SYSTEMS (GIS) TECHNOLOGY*** Fee: $463 (ONLINE)  
Course in GIS mapping technology for CAD using ESRI ArcGIS software. This basic course explores geospatial modeling techniques used for analyzing data, trends and scientific analysis using statistics and database information to convey information visually using mapping technology.  
DES A22-C31, 6/9-7/31 CRN 50692

### Elder Care

**ASSISTING AGING PARENTS (ONLINE)** Fee: $119  
In-district seniors: $80  
Are your parents in their golden years? Learning how to help loved ones through this inevitable transition can prepare us for our own. Prepare to handle specific challenges while learning to appreciate and cherish the journey.  
SOC E02-330, 5/21-7/11/14 SOC E02-331, 6/18-8/8 SOC E02-332, 7/16-9/5 CRN 50146 CRN 50147 CRN 50148

### Electronics and Computer Technology

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit versus noncredit version of any course. For questions regarding a college credit class, contact Majid Ghadiri, department chair, at 847-376-7699 or mghadiri@oakton.edu.

**COMPUTER PERIPHERALS*** Fee: $340  
Course includes study and lab exposure to all peripherals associated with the use of a computer and the enhancement of computer operations.  
ECT A05-C31, OC/SK, 8 Mon./Wed., 6/9, 6-9:30 pm CRN 50639

**MICROCOMPUTER HARDWARE SYSTEMS*** Fee: $340  
Explore the ins and outs of PC maintenance and repairs. Learn the main parts of the computer, theory of computer operation, function of parts, troubleshooting, maintenance, repairs, and introduction to language.  
ECT A04-C31, OC/SK, 8 Tue./Thu., 6/10, 6-9:30 pm CRN 50638

**SURVEY OF ELECTRONICS*** Fee: $310  
Learn the fundamentals of electricity and electronics. Through experimentation and demonstration, develop a thorough understanding of these principals. Course provides a sound basis for further study and practical application of skills.  
ECT A03-C31, OC/DP, 8 Mon., 6/9, 6-9:50 pm CRN 50637

**A+ CERTIFICATION PREPARATION*** Fee: $232  
The A+ Certification determines a level of competence in the computer hardware industry. Many businesses require it or consider it an advantage when hiring computer technicians. Course builds upon knowledge acquired in Computer Hardware Systems and Computer Peripherals.  
ECT A06-C31, OC/SK, 8 Thu., 6/12, 6-9:50 pm CRN 50640

### Entrepreneurship

(Also see Business and Global Business Studies)

**IMPORT/EXPORT NOW! (ONLINE)** Fee: $95  
Step-by-step, hands-on help for those who want a career in import or export of goods and services. Conducted “live” on the Internet by an international trade expert, course is designed for people with zero business background, as well as established businesses looking for new trade. Required Textbook: How Small Business Trades Worldwide, ISBN: 0979551501. Available at amazon.com. Not available at Oakton's bookstore. **Important:** Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly. **No senior discount**  
BUS A28-330, 6/25-8/20, 8-10 pm CRN 50020

**CREATING A SUCCESSFUL BUSINESS PLAN (ONLINE)** In-district seniors: $80  
Business success begins with a plan—a working document that charts a course for the future. Course helps new and established small business owners create their own plans to guide growth and achieve their goals.  
BUS A90-330, 5/21-7/11/14 BUS A90-331, 6/18-8/8 BUS A90-332, 7/16-9/5 CRN 50511 CRN 50512 CRN 50513

**STARTING A CONSULTING PRACTICE (ONLINE)** In-district seniors: $80  
Do you have training or knowledge that could be useful to others? Learn how to start and operate a consulting practice, from skill assessments and pricing policies to contracting, marketing, and more.  
BUB A33-330, 5/21-7/11/14 BUB A33-331, 6/18-8/8 BUB A33-332, 7/16-9/5 CRN 50592 CRN 50593 CRN 50594

**BEGINNER’S GUIDE TO GETTING PUBLISHED (ONLINE)** In-district seniors: $80  
Taught by a published author, course demonstrates how to get your books and articles published. Discover powerful shortcuts to get published, learn how to properly format manuscripts, write irresistible query letters, and identify publishers who want your work.  
COM E75-330, 5/21-7/11/14 COM E75-331, 6/18-8/8 COM E75-332, 7/16-9/5 CRN 50490 CRN 50491 CRN 50492

**SECRETS OF THE CATERER (ONLINE)** In-district seniors: $80  
Do you love to cook and plan parties? Then start your own catering business and make money doing what you love! Learn foundational skills about catering and the basics of the business, including many delicious recipes!  
BUB A52-330, 5/21-7/11/14 BUB A52-331, 6/18-8/8 BUB A52-332, 7/16-9/5 CRN 50549 CRN 50550 CRN 50551

*Courses may also be taken for college credit.*
START YOUR OWN ARTS AND CRAFTS  Fee: $119
BUSINESS (ONLINE)  In-district seniors: $80
Discover how to find your niche and create your own unique business identity, insiders' secrets, how to find and get into the best craft shows, design attractive booths, and price your work for success.
BUB A06-330, 5/21-7/11/14  CRN 50577
BUB A06-331, 6/18-8/8  CRN 50578
BUB A06-332, 7/16-9/5  CRN 50579

STARTING A NONPROFIT  Fee: $119
(ONLINE)  In-district seniors: $80
Learn from the industry veteran how to take a nonprofit business from vision to reality. Course provides practical information about incorporation, organization, and other issues pertinent to a nonprofit start-up, that you can put to immediate use.
BUS A20-330, 5/21-7/11/14  CRN 50499
BUS A20-331, 6/18-8/8  CRN 50500
BUS A20-332, 7/16-9/5  CRN 50501

EXPORTING FOOD AS A SMALL BUSINESS  Fee: $59
(ONLINE)
Expand the frontiers of your food or beverage business by discovering overseas markets that are just as profitable as the domestic market, but no more difficult to leverage. Learn proven strategies to test-market your product while eliminating problems and risks commonly associated with exporting. No business is too small to export! Required Textbook: How Small Business Trades Worldwide. ISBN: 0979551501. Available at amazon.com. Not available at Oakton's bookstore. Important: Provide your e-mail address when registering for the course. All course materials will be e-mailed to you directly.
No senior discount.
BUS E38-330, 6/24-7/15, 3-4 pm  CRN 50021

START A PET SITTING BUSINESS  Fee: $119
(ONLINE)  In-district seniors: $80
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUS A35-330, 5/21-7/11/14  CRN 50505
BUS A35-331, 6/18-8/8  CRN 50506
BUS A35-332, 7/16-9/5  CRN 50507

START YOUR OWN SMALL BUSINESS  Fee: $119
(ONLINE)  In-district seniors: $80
Learn start-up options, proven marketing techniques, traditional and innovative financing options, practical employee management tips, and time management.
BUS A26-330, 5/21-7/11/14  CRN 50589
BUS A26-331, 6/18-8/8  CRN 50590
BUS A26-332, 7/16-9/5  CRN 50591

Exercise and Fitness
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact, Michael Graves, department chair, at 847-635-1921 or mgraves@oakton.edu.

CONDITIONING I: ZUMBA*  Fee: $103
Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills using Zumba, a dance/fitness program featuring Latin and international music. Work out to merengue, salsa, cumbia, and reggae rhythms.
FIT B30-C31, OC/SK, 8 Tue./Thu., 6/10, 1-2:15 am  CRN 50643

FITNESS CENTER AT OAKTON
The Fitness Center offers a variety of equipment and amenities, including:
- Newest equipment from Cybex, Free Motion, and Precor.
- More than 20 machines to exercise all major muscle groups.
- A variety of aerobic workout machines to increase cardiovascular development, including StairMasters, treadmills, elliptical walkers, and recumbent bikes.
- Fitness room, warm-up area, and locker rooms with showers.
- Experienced and certified staff to assist members.
- TV and audio equipment.

Fitness Center Hours:
Open year around — when the College is open.
Monday - Thursday, 7 a.m. - 7:30 p.m.
Friday, 7 a.m. - 6 p.m.; Saturday, 9 a.m. - 1 p.m.
Summer Hours: Monday - Thursday, 7 a.m. - 9 p.m.
Membership rates vary. For information, or to schedule personal training sessions, call 847-635-1839.

Personal Training
Learn sound fitness principles to become an independent exerciser. Training is tailored to individual needs and offered in two-, four-, and six-session formats. A free semester membership is available with a four- or six-session registration.
Register with the Alliance for Lifelong Learning Office; Room 1420/DP (Des Plaines campus). Schedule sessions at the Fitness Center, Room 1156, Des Plaines from 3:30 to 7:30 p.m.

Individual Personal Training
Personal training is for the individual who wants personalized instruction and the valuable motivation a trainer provides.
Our goal is to teach sound fitness principles that encourage independent exercise.

All sessions must be used by the end of the semester.

TWO ONE-HOUR SESSIONS BY ARRANGEMENT
FIT P01-31 OC/DP, $89  CRN 50015

FOUR ONE-HOUR SESSIONS BY ARRANGEMENT
Free semester membership to the Fitness Center included.
FIT P01-32 OC/DP, $159  CRN 50016

SIX ONE-HOUR SESSIONS BY ARRANGEMENT
Free semester membership to the Fitness Center included.
FIT P01-33 OC/DP, $229  CRN 50017

Personal Training For Two
Personalized instruction is also available for individuals and a partner of their choice. Includes free semester membership.

SIX ONE-HOUR SESSIONS BY ARRANGEMENT
FIT P02-31 OC/DP, $279  CRN 50018
**Noncredit classes**

**CONDITIONING I**

Shape, strengthen, and tone the major muscle groups for total body fitness or sport-specific skills. A variety of exercises and equipment will be used.
FIT B30-C32, OC/DP, 7 Mon./Wed., 6/16, 4:30-5:45 pm  
CRN 50644  
Fee: $103

**YOGA I**

Learn yoga postures with fitness movements. Focus is on techniques of relaxation and breathing in order to increase flexibility, strength, range of motion, and balance.
FIT B28-C31, OC/DP, 8 Tue./Thu., 6/10, 4:30-5:45 pm  
CRN 50641  
FIT B28-C32, OC/DP, 7 Mon./Tue./Thu., 6/16, 1-2:15 pm  
CRN 50642  
Fee: $103

**FIRST AID**

Review accident prevention and procedures to be followed in cases of accident or sudden illness. Covers accident scenes in the home, school, and community. Standard American Red Cross Certificate awarded upon successful completion of course.
FIT B11-C31, Online, 6/17-7/29  
CRN 50693  
Fee: $257

**Financial Markets and Service**

**INTRODUCTION TO STATISTICS**  
(ONLINE)  
In-district seniors: $80

Improve your understanding of data and explore collection practices. Learn to summarize, describe, and visualize data with charts, numbers, and graphs. Try your hand at making forecasts and predictions, and calculating probabilities.
MAT E08-330, 5/21-7/11/14  
CRN 50212  
MAT E08-331, 6/18-8/8  
CRN 50213  
MAT E08-332, 7/16-9/5  
CRN 50214  
Fee: $119

**ADOBE ILLUSTRATOR**  
(ONLINE)  
In-district seniors: $80

Master the wide range of Adobe Illustrator tools and features to express and expand your creativity and further your career.
CRN 50514  
C[O]F A75-331, 6/18-8/8  
CRN 50515  
C[O]F A75-332, 7/16-9/5  
CRN 50516  
Fee: $119

**ADOBE INDESIGN**  
(ONLINE)  
In-district seniors: $80

Learn how to use Adobe InDesign, the industry-standard desktop publishing software. Get hands-on experience designing and creating high-quality letterhead, business cards, newsletters, brochures, PDF files that play movies, and more. **Requirements:** Adobe InDesign CS4, or CS5 for Windows or Mac.
DAT A27-330, 5/21-7/11/14  
CRN 50356  
DAT A27-331, 6/18-8/8  
CRN 50357  
DAT A27-332, 7/16-9/5  
CRN 50358  
Fee: $119

**INTERMEDIATE INDESIGN: CS5**  
(ONLINE)  
In-district seniors: $80

Master the advanced features of Adobe InDesign CS5 and get hands-on practice in creating professional quality documents. Topics include templates, libraries, styles, anchored objects, text variables, color management, and eBooks.
DAT A32-330, 5/21-7/11/14  
CRN 50368  
DAT A32-331, 6/18-8/8  
CRN 50369  
DAT A32-332, 7/16-9/5  
CRN 50370  
Fee: $119

**ADOBE PHOTOSHOP: CS6**

Introduction to the tools and capabilities of Adobe Photoshop CS6. This course may also be taken for college credit. Contact Doris Gronseth at 847.376.7055 or dgronset@oakton.edu for information.
CRN 50623  
Fee: $355

**INTRODUCTION TO ADOBE PHOTOSHOP (ONLINE)**  
In-district seniors: $80

Learn basic Photoshop techniques such as cropping, rotating images, removing red eye, removing wrinkles, eliminating background, and autocorrect functions. **Requirements:** Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.
CRN 50335  
D[P]R A04-331, 6/18-8/8  
CRN 50336  
D[P]R A04-332, 7/16-9/5  
CRN 50337  
Fee: $119

**INTERMEDIATE ADOBE PHOTOSHOP (ONLINE)**  
In-district seniors: $80

Take your Photoshop skills to the next level. Learn how to adjust layer settings, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. Discover tips, tricks, and techniques to work with shapes, color, blends, and correct images like a professional. Project-oriented course includes clear, step-by-step instructions, and plenty of practical, hands-on assignments. Prerequisite: Adobe Photoshop (DPR A04) or equivalent experience with layers, layer masks, filters, and brushes. **Requirements:** Adobe Photoshop CS4, CS5, or CS6 for Windows or Macintosh.
CRN 50427  
D[A]T A05-331, 6/18-8/8  
CRN 50428  
D[A]T A05-332, 7/16-9/5  
CRN 50429  
Fee: $119

**HEALTHY LIVING TOPICS**

**LOSE WEIGHT AND KEEP IT OFF**  
(ONLINE)  
In-district seniors: $80

Learn how to set up appropriate and effective weight-loss and weight maintenance goals that make sense for you. Find exercise and activity that's enjoyable and helps you achieve your weight goals. Identify other factors that affect your weight and learn practical strategies to minimize their effects.
CRN 50230  
H[E]A C09-331, 6/18-8/8  
CRN 50231  
H[E]A C09-332, 7/16-9/5  
CRN 50232  
Fee: $119

**LUSCIOUS, LOW-FAT, AND LIGHTNING QUICK MEALS (ONLINE)**  
In-district seniors: $80

Prepare easy meals that are delicious and nutritious! Uncover the secrets of making lower-fat recipes taste terrific. Learn how to get in and out of the kitchen more quickly, and explore a dietitian’s tricks of the trade for encouraging reluctant family members to eat more healthfully. Discover more than 50 exciting and easy recipes for tasty entrees, side dishes, desserts, and garnishes.
CRN 50242  
H[E]C E16-331, 6/18-8/8  
CRN 50243  
H[E]C E16-332, 7/16-9/5  
CRN 50244  
Fee: $119

**INTRODUCTION TO NATURAL HEALTH AND HEALING (ONLINE)**  
In-district seniors: $80

Take charge of your own health and healing. Learn how to promote wellness, balance, and health in all aspects of your daily life.
CRN 50233  
CRN 50234  
H[E]A E62-332, 7/16-9/5  
CRN 50235  
Fee: $119

For more information, call 847-982-9888.
### Job Search

**RESUME WRITING WORKSHOP**  
Fee: $119  
In-district seniors: $80  
Create an effective resume—or improve the one you already have. Discover the secret to transforming your tired, boring resume into a powerful tool that will result in personal interviews.  
COM S42-330, 5/21-7/11/14  
CRN 50532  
COM S42-331, 6/18-8/8  
CRN 50533  
COM S42-332, 7/16-9/5  
CRN 50566

**TREVELING STEPS FOR A SUCCESSFUL JOB SEARCH (ONLINE)**  
Fee: $119  
In-district seniors: $80  
Get the job you want quickly and easily and in any economy. A world-renowned author and career advisor helps you identify the job that is best for your needs. You’ll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. Increase your confidence, feel great about yourself, and get the foundation you need to get the job you want.  
BUB E01-330, 5/21-7/11/14  
CRN 50521  
BUB E01-331, 6/18-8/8  
CRN 50523  
BUB E01-332, 7/16-9/5  
CRN 50566

### Languages

Textbooks are required for some of the language classes. Prices vary from $40-$100 and are not included in the tuition price. No textbooks are required for online classes.

**CONVERSATIONAL ARABIC**  
Fee: $130  
An introduction to modern standard Arabic (MSA) with a focus on conversation. Learn the Arabic alphabet, basic vocabulary, accurate phrasing, and correct pronunciation through simple dialogue. Students completing the course will be able to hold basic conversations—greeting others, saying thank you, introducing one’s self, describing one’s background, and seeking and providing information. Previous experience with Arabic not required.  
LAR B04-31, OC/SK Mon., 6/9, 7-9 pm, Elmasry  
CRN 50029

**FRENCH I**  
Fee: $130  
Bienvenue! Learn basic French grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business or travel.  
LFR B01-31, OC/DP, 8 Mon., 6/9, 7-9 pm, Dure  
CRN 50030

**BEGINNING CONVERSATIONAL FRENCH (ONLINE)**  
Fee: $119  
In-district seniors: $80  
Discover how easy it is to learn common words and phrases for both leisure and business. Course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. Learn cultural tips in each lesson that make you more comfortable in a foreign setting. After finishing this course, you’ll be prepared to speak French in a wide variety of settings and situations.  
Requirements: A computer equipped with working speakers or headphones.  
LFR E02-330, 5/21-7/11/14  
CRN 50248  
LFR E02-331, 6/18-8/8  
CRN 50249  
LFR E02-332, 7/16-9/5  
CRN 50250

**CONVERSATIONAL GERMAN I**  
Fee: $130  
Willkommen! This interactive German class focuses on basic conversational skills that you can apply to real-life, practical situations. We’ll communicate almost entirely in German while exploring the country’s culture and developing listening, speaking, reading, and writing skills. Class offers an excellent foundation for personal development, business, or travel.  
LGE B03-31, OC/DP, 8 Mon., 6/2, 7-9 pm, Burbach  
CRN 50046

### Home and Garden

**INTRODUCTION TO INTERIOR DESIGN**  
Fee: $119  
In-district seniors: $80  
Transform plain living spaces into beautiful and functional rooms. Learn more about color theory, spatial arrangements, floor plans, styles and trends, the principles of “green” design, lighting, and finish selections. Explore a range of interior design careers and get insider tips for entering this exciting and challenging field.  
BOT E14-332, 7/16-9/5 CRN 50576  
BOT E14-330, 5/21-7/11/14 CRN 50239  
BOT E14-331, 6/18-8/8 CRN 50240  
BOT E14-332, 7/16-9/5 CRN 50241  

**START YOUR OWN EDIBLE GARDEN**  
Fee: $119  
In-district seniors: $80  
Save money and become more self-sufficient by growing a bounty of fruit and vegetables in your own backyard! Learn how to prepare the soil, select the right plants, protect your garden against pests and diseases, and water and fertilize correctly to keep your garden growing strong all season.  
BOT E14-330, 5/21-7/11/14 CRN 50536  
BOT E14-331, 6/18-8/8 CRN 50537  
BOT E14-332, 7/16-9/5 CRN 50538

**ADVENTURE, TRAVEL, AND PLEIN AIR PAINTING**  
Fee: $99  
Full-day Watercolor Workshop  
Have you found yourself snapping photos at some breathtaking location while thinking, “I should be painting this right now?” Capture the beauty of the great outdoors through plein-air painting. Whether you are a highly accomplished painter or a novice, learn more about technique, composition, and equipment. David Dallison shares his color palette and methods for creating a masterpiece through tone, color, and layering—and explains how to develop a lightweight, portable system that will allow you to paint anywhere, anytime. Lunch is on your own.  
BOT G37-31, GARD, 1 Tue., 6/3, 9 am-4 pm, Selinger  
CRN 50075

**TAI CHI FOR BEGINNERS: SUN-STYLE**  
Fee: $119  
Introduces Sun-style Tai Chi Chuan with some Yang-style concepts. The most modern form of Tai Chi, Sun-style movements are very gentle. Course focuses on improving balance, relaxation, increasing range of motion, and reducing stress. Recommended for beginners; provides a solid foundation for future studies. No prior Tai Chi experience required; all are welcome.  
No class 7/8/14.  
BOT G38-31, GARD, 7 Tue., 6/3, 8-9 am, Selinger  
CRN 50076

**TAI CHI: INTERMEDIATE SUN-STYLE**  
Fee: $119  
Continue your study of Sun-style Tai Chi. Practiced consistently, this gentle exercise can help relieve the stress of our fast-paced, multi-tasking lives and appreciate the moment at hand. Thai-chi movements increase mind-body awareness and restore harmony and balance into daily routines. Tai Chi for Beginners or some Tai Chi experience recommended.  
BOT G39-31, GARD, 1 Tue., 6/3, 9:15-10:15 am, Selinger  
CRN 50077

### New!

- **ADVENTURE, TRAVEL, AND PLEIN AIR PAINTING**
- **TAI CHI FOR BEGINNERS: SUN-STYLE**
- **TAI CHI: INTERMEDIATE SUN-STYLE**
CONVERSATIONAL JAPANESE (ONLINE) Fee: $119
In-district seniors: $80
Guided by a native Japanese instructor, learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. You'll come away with an insider's cultural knowledge!
LJA E01-330, 5/21-7/11/14 CRN 50197
LJA E01-331, 6/18-8/8 CRN 50198
LJA E01-332, 7/16-9/5 CRN 50199

ITALIAN CONVERSATION I Fee: $130
Explore the Italian Language! Using real-life social contexts, course exposes students to basic Italian grammar, vocabulary, intonation, pronunciation, and basic phrase and sentence structure. Offers a great foundation for personal development, business, or travel.
Prerequisite: No previous experience required.
ITL B03-31, ETHS, 8 Tue., 6/3, 7-9 pm CRN 50069

INSTANT ITALIAN (ONLINE) Fee: $119
(In-district seniors: $80
This dynamic course makes learning Italian fun and easy. Learn how to ask directions, book a room, order a meal, and much more. Phonetic spellings of each word and phrase make mastering pronunciation a breeze. Cultural notes are included to help you better understand the Italian people and their way of life. Learn to speak basic Italian in a wide variety of settings and situations and enrich your experiences while traveling in Italy. Benissimo! Requirements:
A computer equipped with working speakers or headphones and Windows Media Player (which comes included with most versions of Windows) or RealPlayer.
ITL B02-330, 5/21-7/11/14 CRN 50245
ITL B02-331, 6/18-8/8 CRN 50246
ITL B02-332, 7/16-9/5 CRN 50247

POLISH I Fee: $130
Explore the Polish language! Learn basic Polish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. Prerequisite: None.
LPO B01-31, OC/SK, 8 Mon., 6/9, 7-9 pm CRN 50031

CONVERSATIONAL SPANISH I Fee: $130
Welcome to the world of conversational Spanish. Expand your limited vocabulary and communicate in social situations with greater ease. Topics include intonation, basic fluency, culture, and more. Very little English spoken. Great for professional and personal use.
Prerequisite: Spanish I and Spanish II or a good working knowledge of the Spanish language.
LSP E08-31, ETHS, 8 Tue., 6/10, 7-9 pm, Vizueta CRN 50034

ADVANCED CONVERSATIONAL SPANISH I Fee: $130
Building on Conversational Spanish I, course improves fluency and conversational skills, focusing on speaking skills for professionals, individual sounds, and stress patterns in intonation. Learn about Latin culture, workplace, etiquette, slang, and idiomatic expressions. Very little English spoken. Prerequisite: Conversational Spanish I or previous experience with the language.
LSP C04-31, OC/SK 8 Wed., 6/11, 7-9 pm, Solsol CRN 50033

SPEED SPANISH I (ONLINE) Fee: $119
(In-district seniors: $80
Includes six easy “recipes” you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Requirements: A computer equipped with working speakers or headphoones.
LSP B08-330, 5/21-7/11/14 CRN 50200
LSP B08-331, 6/18-8/8 CRN 50201
LSP B08-332, 7/16-9/5 CRN 50202

SPEED SPANISH II (ONLINE) Fee: $119
(In-district seniors: $80
A continuation of Speed Spanish I. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. Requirements: A computer equipped with working speakers or headphoones.
LSP B09-330, 5/21-7/11/14 CRN 50203
LSP B09-331, 6/18-8/8 CRN 50204
LSP B09-332, 7/16-9/5 CRN 50205

SPANISH I Fee: $130
Bienvenido! Learn basic Spanish grammar, vocabulary, intonation, pronunciation, and phrase and sentence structure using real life examples. Offers a great foundation for personal development, business, or travel. Books will be available for purchase on the first day of class.
No class 6/23, 6/30/14.
LSP C01-31, OC/SK, 8 Mon., 6/2, 7-9 pm, Rodriguez CRN 50032
LSP C01-32, ETHS, 8 Tue., 6/3, 7-9 pm, Alcantar CRN 50047

SPANISH FOR LAW ENFORCEMENT Fee: $119
(In-district seniors: $80
Clear, quick communication is critical in law enforcement. Start from the fundamentals of the Spanish language, practice basic conversational skills, and learn essential Spanish terminology used during arrests, traffic stops, medical emergencies, and other common law enforcement situations.
LSP B12-330, 5/21-7/11/14 CRN 50209
LSP B12-331, 6/18-8/8 CRN 50210
LSP B12-332, 7/16-9/5 CRN 50211

SPANISH FOR MEDICAL PROFESSIONALS Fee: $119
(In-district seniors: $80
Enjoy entertaining games and stories that make it easy to learn medical Spanish as you gain awareness about Latin American culture. Learn how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. Learn how to talk about body parts, diets, medical care, and treatment. Broaden your career horizons by adding Spanish skills to your résumé!
LSP B11-330, 5/21-7/11/14 CRN 50206
LSP B11-331, 6/18-8/8 CRN 50207
LSP B11-332, 7/16-9/5 CRN 50208

Management and Supervision
Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas at 847-635-1949 or rthomas@oakton.edu.

PRINCIPLES OF MANAGEMENT* Fee: $310
Topics covered include planning, organizing, leading, and controlling in modern business. A textbook may be required. Check with the bookstore. Supplemental work required.
MAN A03-C31, OC/DP, 7 Mon/Wed., 6/16, 6-7:15 CRN 50647

EMPLOYMENT LAW FUNDAMENTALS Fee: $119
(In-district seniors: $80
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. Discover more about the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. A must for anyone who is (or aspires to be) a supervisor, manager, or human resources professional.
BUB A17-330, 5/21-7/11/14 CRN 50580
BUB A17-331, 6/18-8/8 CRN 50581
BUB A17-332, 7/16-9/5 CRN 50582
Continuing Education

Marketing and Sales

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas at 847-635-1949 or bandbguy@oakton.edu.

PRINCIPLES OF MARKETING* Fee: $310
Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.
MAR A01-C31, OC/SK, 7 Mon/Wed., 6/16, 9 am-12:15 pm CRN 50648
MAR A01-C32, OC/DP, 7 Mon/Wed., 6/16, 6-9:15 pm CRN 50649

INTRODUCTION TO ADVERTISING* Fee: $310
An introduction to advertising covering integrated marketing communications, consumer behavior, creative strategies, and types of media. Practical applications integrated into course. Recommended: MAR A01. Also, supplemental lab work required.
MAR A14-C31, OC/DP, 7 Tue/Thu., 6/17, 9 am-12:15 pm CRN 50650

CONSUMER BEHAVIOR* Fee: $310
Review and analyze consumer and organizational buying behavior that guides marketing management decisions. Focus is on recognizing and applying consumer behavior theories to marketing strategies in a diverse marketplace. Recommended: Hands-on experience using word processing, the Internet, and e-mail.
MAR A21-C31, OC/DP, 7 Tue/Thu., 6/17, 6-9:15 pm CRN 50651

SMALL BUSINESS MARKETING ON A SHOESTRING Fee: $119
(ONLINE) In-district seniors: $80
When it comes to marketing a small business, money isn't everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, e-mail marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!
BUS A79-330, 5/21-7/11/14 CRN 50508
BUS A79-331, 6/18-8/8 CRN 50509
BUS A79-332, 7/16-9/5 CRN 50510

PROFESSIONAL SALES SKILLS Fee: $119
(ONLINE) In-district seniors: $80
In good times or bad, there are always opportunities for skilled sales professionals. This is your chance to become one of them! Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals!
BUS A34-330, 5/21-7/11/14 CRN 50502
BUS A34-331, 6/18-8/8 CRN 50503
BUS A34-332, 7/16-9/5 CRN 50504

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.

*Course may also be taken for college credit.

Building Teams That Work
(ONLINE) Fee: $119
In-district seniors: $80
Effective teams are essential in today's workplace. Learn the stages of a team's development and what makes it successful. Understand the hazards of unhealthy group interaction and how to minimize its effects on your team.
BUB A54-330, 5/21-7/11/14 CRN 50555
BUB A54-331, 6/18-8/8 CRN 50556
BUB A54-332, 7/16-9/5 CRN 50557

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT (ONLINE) Fee: $119
In-district seniors: $80
Have you been recently promoted to a supervisory or management position? Learn how to become a more effective manager. Course covers the language of management. Learn the skills required to delegate responsibility and motivate employees, find out how to influence and direct other people's performance, learn how to solve problems, resolve conflicts, and manage your time so that you can deal with the constant demands of a managerial job.
BUB A23-330, 5/21-7/11/14 CRN 50586
BUB A23-331, 6/18-8/8 CRN 50587
BUB A23-332, 7/16-9/5 CRN 50588

HIGH SPEED PROJECT MANAGEMENT (ONLINE) Fee: $119
In-district seniors: $80
Learn how to manage projects at supersonic speeds despite shortened timelines, inadequate staffing, and skimpy budgets.
BUB A57-330, 5/21-7/11/14 CRN 50564
BUB A57-331, 6/18-8/8 CRN 50565
BUB A57-332, 7/16-9/5 CRN 50566

PROJECT MANAGEMENT FUNDAMENTALS (ONLINE) Fee: $119
In-district seniors: $80
Learn to plan, implement, control, and close any type of project. Course helps you prepare for the internationally-recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.
BUB A56-330, 5/21-7/11/14 CRN 50561
BUB A56-331, 6/18-8/8 CRN 50562
BUB A56-332, 7/16-9/5 CRN 50563

PROJECT MANAGEMENT APPLICATIONS (ONLINE) Fee: $119
In-district seniors: $80
Increase your value as an employee by mastering essential quantitative and qualitative project management applications. Covers earned value performance measurement, Gantt charts, network scheduling, work breakdown structure, and cost-volume analysis—and improve results on any project.
BUB A68-330, 5/21-7/11/14 CRN 50563
BUB A68-331, 6/18-8/8 CRN 50564
BUB A68-332, 7/16-9/5 CRN 50565

Manufacturing

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact David Geller, department chair, at 847-376-7707 or dgeller@oakton.edu.

CNC SETUP AND OPERATION* Fee: $257
Provides hands-on training in setup and operation of computer numerical control (CNC) machines, including CNC mill (vertical milling center) and CNC lathe (turning center) for purposes of setting up machines with required tooling and fixture, operating CNC machines, reading and interpreting CNC programs, using inspection equipment, and troubleshooting various production problems.
MCH A10-C31, OC/SK, 8 Mon/Wed., 6/9, 6-8:50 pm CRN 50652
MCH A10-C32, OC/SK, 8 Tue/Thu., 6/10, 6-8:50 pm CRN 50653

*Course may also be taken for college credit.

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Ron Thomas at 847-635-1949 or bandbguy@oakton.edu.

PRINCIPLES OF MARKETING* Fee: $310
Learn how to identify consumer needs and wants, and translate these findings into products and services. Explore how to create a demand for products and services, and how to expand at demand. Supplemental work required. A textbook may be required. Check with the bookstore.
MAR A01-C31, OC/SK, 7 Mon/Wed., 6/16, 9 am-12:15 pm CRN 50648
MAR A01-C32, OC/DP, 7 Mon/Wed., 6/16, 6-9:15 pm CRN 50649

INTRODUCTION TO ADVERTISING* Fee: $310
An introduction to advertising covering integrated marketing communications, consumer behavior, creative strategies, and types of media. Practical applications integrated into course. Recommended: MAR A01. Also, supplemental lab work required.
MAR A14-C31, OC/DP, 7 Tue/Thu., 6/17, 9 am-12:15 pm CRN 50650

CONSUMER BEHAVIOR* Fee: $310
Review and analyze consumer and organizational buying behavior that guides marketing management decisions. Focus is on recognizing and applying consumer behavior theories to marketing strategies in a diverse marketplace. Recommended: Hands-on experience using word processing, the Internet, and e-mail.
MAR A21-C31, OC/DP, 7 Tue/Thu., 6/17, 6-9:15 pm CRN 50651

SMALL BUSINESS MARKETING ON A SHOESTRING Fee: $119
(ONLINE) In-district seniors: $80
When it comes to marketing a small business, money isn't everything. Discover cost-effective strategies that fit into any budget—some are even free. Explore partnerships, local and niche marketing, social networking, lead generation, search engine optimization, e-mail marketing, and more. Master these strategies to attract your target audiences, entice customers to buy your products or services, grow your customer base, and keep buyers coming back for more!
BUS A79-330, 5/21-7/11/14 CRN 50508
BUS A79-331, 6/18-8/8 CRN 50509
BUS A79-332, 7/16-9/5 CRN 50510

PROFESSIONAL SALES SKILLS Fee: $119
(ONLINE) In-district seniors: $80
In good times or bad, there are always opportunities for skilled sales professionals. This is your chance to become one of them! Learn how to turn prospects into buyers; provide proper customer service; develop a sales plan; and meet your sales goals!
BUS A34-330, 5/21-7/11/14 CRN 50502
BUS A34-331, 6/18-8/8 CRN 50503
BUS A34-332, 7/16-9/5 CRN 50504

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.

*Course may also be taken for college credit.
Put your passion for the Internet to work!
Become an Online Marketing Certified Professional (OMCP®), the industry standard.

Digital Marketing Certification
Start *any* time and study online at your own pace!

Check www.OMCP.org for more information.

Courses are offered in partnership with Market Motive, the industry leader in Web-based Internet marketing training, and are taught by top industry experts.

Online, Three-month Marketing Courses geared to Small Business

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OMCP® Online Marketing Certified Practitioner Courses

Online, Four-month Courses

Students who successfully complete any of the courses below is eligible for certification.

OMCP® courses may be taken alone or bundled with another OMCP® course.

ONLINE MARKETING FUNDAMENTALS - MAR A10-300  Fee: $599
Establish a great foundation for Internet marketing with this comprehensive, high-level, cross-discipline approach to the basics. Learn more about search engine optimization (SEO), social media, Web analytics, paid search, conversion optimization, and e-mail marketing—and gain the skills you need to make smart Internet marketing decisions. Recommended for students new to digital marketing.

SOCIAL MEDIA MARKETING - MAR A40-300  Fee: $999
Social media marketing can help you reach your target audience with an astonishing degree of accuracy. Course analyzes a wide array of available options, platforms, and trends. Covers how to use each tool and—most importantly—how to pick the right strategy for all types of campaigns and businesses. Training provided by Jennifer Cario and Greg Jarboe, respected social media strategists and leading authorities of online publicity.

SEARCH ENGINE OPTIMIZATION (SEO) - MAR A41-300  Fee: $999
Comprehensive SEO training from top Web industry authors Matt Bailey, Jennifer Cario, and Todd Malicoat. Learn how to handle SEO projects of all sizes—from on-page fundamentals to keyword research, SEO copywriting, site architecture, link building, and local search optimization strategies.

PAY PER CLICK (PPC) ADVERTISING - MAR A42-300  Fee: $999
Your competition is getting smarter every day—are you? Using pay-per-click (PPC) advertising effectively is a key part of any online campaign. Join established industry professionals, trainers and writers Bryan Eisenberg, Brad Geddes, Alan Rimm-Kaufman, and David Szetela for comprehensive cross-discipline training on keyword research, ad copy, formula-based bidding strategies, PPC economics, and customer psychology. Learn how to design, build, and maintain PPC programs.

CONVERSION OPTIMIZATION - MAR A43-300  Fee: $999
Attracting visitors to your site is only half the battle. Converting them to customers is the ultimate goal. Conversion optimization experts Bryan Eisenberg and Avinash Kaushik provide a comprehensive study of landing page optimization. Examine real-world examples, find out what works and what doesn’t, and grasp the importance of “always testing.” Course uses video training modules and Eisenberg’s book *Always Be Testing*. Note: Book is not sold in Oakton’s bookstore, but is available online.

WEB ANALYTICS - MAR A44-300  Fee: $999
Web sites generate an avalanche of data from multiple sources—and it’s not easy to make sense of all the information. But Google’s Avinash Kaushik can help you become, in his words, “a ninja and not a squirrel.” Gain an in-depth understanding of key performance indicators (KPIs), segmentation, reports, experimentation, and more as he shines a light on the complex world of Web analytics.

NEW! MOBILE MARKETING - MAR A45–330  Fee: $999
With consumers getting more instant information right in the palm of their hand, mobile marketing is no longer a nice-to-have, but rather a must-have component of a comprehensive marketing strategy. Join Jeff Hansen, the mobile strategist and author, and learn the best practices for interacting with the mobile consumer, asking the right questions, and launching mobile campaigns built on “Moments of Trust” that impact sales and brand loyalty.

NEW! CONTENT MARKETING - MAR A46–330  Fee: $999
Internet marketers have been writing content for years, but with the emergence of social media and increased sophistication of search, Content Marketing takes on a whole new level of importance. In this course, Content Marketing expert Greg Jarboe will take you through all the aspects of Content Marketing, from identifying avenues to developing content to measuring results.

For course information or to enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
EXPLORE A CAREER IN MEDICAL Coding (ONLINE)  In-district seniors: $80

Take the first step toward a lucrative career as a medical coder! Learn how to find medical codes for any disease, condition, treatment, or surgical procedure. Find out how medical coding works in the real world, and learn the different types of codes you’ll need to describe every aspect of a patient’s visit and report that information to an insurance company. By the end of this course, you’ll be well on your way to becoming a medical coder. Required Books: CPT Manual-Professional Edition (2007 to 2011 editions) and ICD-9 Manual (2007 to 2011 editions).

MED A50-330, 5/21-7/11/14 CRN 50215
MED A50-331, 6/18-8/8 CRN 50216
MED A50-332, 7/16-9/5 CRN 50217

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT (ONLINE)  In-district seniors: $80

Explore what the job entails—from making appointments and handling the front desk, to creating medical charts and verifying patients’ insurance—and learn the basics of diagnostic and procedural coding, and insurance billing. Determine which aspect of medical information management suits you best, and get on the path to a rewarding career.

MED A51-330, 5/21-7/11/14 CRN 50221
MED A51-331, 6/18-8/8 CRN 50222
MED A51-332, 7/16-9/5 CRN 50223

EXPLORE A CAREER IN MEDICAL TRANSCRIPTION (ONLINE)  In-district seniors: $80

Refresh your grammar and explore a lucrative career of medical transcriptionist! Develop active listening skills, learn the basic principles of writing, and understand the skills and aptitudes to help you succeed as a medical transcriptionist. Explore how to transcribe the most common medical reports used in both inpatient and outpatient settings. Note: this is a career exploration course, and does not lead to any type of professional certification or a degree.

MED A50-330, 5/21-7/11/14 CRN 50218
MED A50-331, 6/18-8/8 CRN 50219
MED A50-332, 7/16-9/5 CRN 50220

EXPLORE A CAREER AS A PHARMACY TECHNICIAN (ONLINE)  In-district seniors: $80

Pharmacy technicians are in high demand. Explore this exciting career opportunity by learning key pharmaceutical terms, studying the common categories of drugs and how they work, becoming familiar with the laws that govern pharmacy dispensing, and reviewing the steps to become a certified pharmacy technician. Note: course provides an introduction to the field but is not sufficient to sit for the national certification exam. To become a certified pharmacy technician, enroll in Oakton’s Pharmacy Technician Certificate program. Call 847.635.1889 for information.

MED A52-330, 5/21-7/11/14 CRN 50170
MED A52-331, 6/18-8/8 CRN 50171
MED A52-332, 7/16-9/5 CRN 50172

MEDICAL MATH (ONLINE)  In-district seniors: $80

Ideal for students in any medical field seeking to enhance their on-the-job math skills. Packed with hands-on-activities and real life examples, this course makes it easy to calculate medication dosages and use scientific formulas.

MED A53-330, 5/21-7/11/14 CRN 50173
MED A53-331, 6/18-8/8 CRN 50174
MED A53-332, 7/16-9/5 CRN 50175

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH  In-district seniors: $80 (ONLINE)

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. No medical background necessary. Word association is used as a learning tool with unusual and interesting information provided for each term. Root terms are combined with prefixes and suffixes as you learn to interpret medical notes.

MED E01-330, 5/21-7/11/14 CRN 50671
MED E01-331, 6/18-8/8 CRN 50177
MED E01-332, 7/16-9/5 CRN 50178

Music

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact department chair Glenna Sprague at 847-635-1905 or ggsprague@oakton.edu.

INTRODUCTION TO GUITAR  In-district seniors: $80

Build basic guitar skills with the help of hands-on exercises, audio and video recordings, and detailed illustrations. Explore the fundamentals of music notation and learn how to produce clear, beautiful notes and chords. Gain classical guitar skills that lay the foundation for playing any musical style, from hard rock to country-and-western.

MUS S09-330, 5/21-7/11/14 CRN 50179
MUS S09-331, 6/18-8/8 CRN 50180
MUS S09-332, 7/16-9/5 CRN 50181

JAZZ BAND*  Fee: $128

A comprehensive, practical study of jazz band idioms. Involves playing with the award-winning Oakton Jazz Band; sectional and ensemble discussion; scheduled rehearsal of various jazz band works; and public performance. Student compositions encouraged. Recommended: Two years of instruction on the instrument, experience in jazz ensemble performance and audition. Consent of instructor required. Note: Instructor will assess students’ skill level once the course has begun and place student in proper level course.

MUS S80-C31, OC/DP, 7 Mon., 6/16, 8-10 pm CRN 50654
MUS S81-C32, OC/DP, 7 Mon., 6/16, 8-10 pm CRN 50655
MUS S82-C33, OC/DP, 7 Mon., 6/16, 8-10:20 am CRN 50656
MUS S83-C34, OC/DP, 7 Mon., 6/16, 8-10:20 am CRN 50657

Paralegal Studies

INTRODUCTION TO PARALEGAL STUDIES*  Fee: $310

Covers the origin, training, and role of the paralegal; areas of legal practice and specialization; and how to successfully undertake legal research and writing. Required: College level English competency. This course may also be taken for college credit. Contact Merilee Waters at 847-376-7809 or mwaters@oakton.edu for information.

PAR A01-C31, OC/SK, 8 MonWed., 6/9, 6-8:50 pm CRN 50702

EXPLORE A CAREER AS A PARALEGAL  In-district seniors: $140

Covers legal terminology, process, ethics, tort, and contract law. Provides an overview of the American judicial system focusing on the origins of American law and the litigation process.

BUB A45-330, 5/21-7/11/14 CRN 50546
BUB A45-331, 6/18-8/8 CRN 50547
BUB A45-332, 7/16-9/5 CRN 50548

*Courses may also be taken for college credit.
ATTENTION MEDICAL CODERS

On October 1, 2014, the United States will begin using the new ICD-10 medical coding system.

Are you ready?
Take action now—with CODESMART™ UNIVERSITY

Oakton’s Alliance for Lifelong Learning and CODESMART™ Group, the premier provider of the ICD-10 education, have partnered to offer cutting-edge online training through CODESMART™ UNIVERSITY to help coders become ICD-10 compliant prior to the deadline.

Start any time, progress at your own speed

• Certification preparation for both EHR and ICD-10
• Approved for CE credits for coders, CME credits for physicians, and contact hours for nurses
• Job placement assistance upon graduation

PROGRAMS OF STUDY

ICD-10 for Existing Coding Professionals – MED E03 Fee: $1,600

Modules include:
• Anatomy, Physiology and Medical Terminology
• Pathophysiology
• Pharmacology
• ICD-10-CM (Clinical Modification)
• ICD-10-PCS (Procedure Coding System)

Medical Coding for New Coding Professionals – MED E04 Fee: $4,100

Modules include:
• Introduction to Coding and Reimbursement
• Anatomy, Physiology and Medical Terminology
• Pathophysiology
• Pharmacology
• Health Information and Records Management
• CPT and HCPCS Coding
• ICD-9 for New Coders
• ICD-10-CM for New Coders
• ICD-10-PCS for New Coders
• Computerized Billing for New Coders
• Electronic Health Records for New Coders

CODESMART™ UNIVERSITY seeks to actively engage students in the learning process. Programs include narrative presentation, the presentation script, vivid graphic illustrations, and quizzes. Students also may communicate with faculty via Skype and phone.

To enroll, contact Anna Shipulina at 847.635.1498 or ashipuli@oakton.edu.
Personal Finance

THE ANALYSIS AND VALUATION OF STOCKS Fee: $119 (ONLINE) In-district seniors: $80
Learn how to research and value stocks. Topics include reading financial statements, calculating financial ratios, industrial comparisons, and pricing techniques.
FIN E08-330, 5/21-7/11/14 CRN 50263
FIN E08-331, 6/18-8/8 CRN 50264
FIN E08-332, 7/16-9/5 CRN 50265

INTRODUCTION TO STOCK OPTIONS (ONLINE) Fee: $119 In-district seniors: $80
Take advantage of bull and bear markets! Learn how to evaluate, buy, sell, and profit with investment tools that were once thought to be only for the pros. Covers how to protect your portfolio and profit in a down market, an up market, and a flat market. Learn to leverage your investment.
FIN E22-330, 5/21-7/11/14 CRN 50269
FIN E22-331, 6/18-8/8 CRN 50270
FIN E22-332, 7/16-9/5 CRN 50271

STOCKS, BONDS, AND INVESTING, Fee: $119 OH MY (ONLINE) In-district seniors: $80
Learn to use the Internet to make sound and knowledgeable online investment decisions. Course covers how to open an online brokerage account, use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker.
FIN E07-330, 5/21-7/11/14 CRN 50260
FIN E07-331, 6/18-8/8 CRN 50261
FIN E07-332, 7/16-9/5 CRN 50262

KEYS TO SUCCESSFUL MONEY MANAGEMENT (ONLINE) Fee: $119 In-district seniors: $80
Contrary to popular opinion, most people don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course supplies you with the knowledge and skills you’ll need to succeed.
FIN E10-330, 5/21-7/11/14 CRN 50266
FIN E10-331, 6/18-8/8 CRN 50267
FIN E10-332, 7/16-9/5 CRN 50268

PROTECT YOUR MONEY, CREDIT, AND IDENTITY (ONLINE) Fee: $119 In-district seniors: $80
Do you worry about identity theft or losing your money to scammers? Are you feeling threatened by abusive debt collectors or predatory lenders? This class can help. Instructor Neal Bevens, former assistant district attorney, walks you through how to protect yourself against credit card fraud, Internet scams, and real estate “dirty tricks.” Learn how to make debt collectors and credit card companies play by the rules.
FIN E31-330, 5/21-7/11/14 CRN 50272
FIN E31-331, 6/18-8/8 CRN 50273
FIN E31-332, 7/16-9/5 CRN 50274

REAL ESTATE INVESTING Fee: $119 (ONLINE) In-district seniors: $80
Want to invest in real estate but have no money and no idea where to start? Demystify the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.
REL E07-330, 5/21-7/11/14 CRN 50143
REL E07-331, 6/18-8/8 CRN 50144
REL E07-332, 7/16-9/5 CRN 50145

*Course may also be taken for college credit.

BIG PICTURE RETIREMENT PLANNING WORKSHOP Fee: $45
A person retiring today could live as many years in retirement as he or she spent working! Join Les Goldstein, MBA; Robert Hart, CFP; and Gregory Turza, JD, and design a new financial future. Create your own financial model and determine how much money you’ll need to live comfortably during retirement. Course covers viable alternatives to the market, asset protection strategies, and how to create a financial legacy for loved ones. Pay for yourself and bring one non-paying guest (both registrations must be completed at the same time). No senior discount.
FIN E05-31, OC/SK, 3 Mon., 5/12, 6:30-9 pm, Goldstein CRN 50061
FIN E05-33, OC/SK, 3 Wed., 6/4, 6:30-9 pm, Goldstein CRN 50063
FIN E05-35, ETHS, 3 Tue., 6/10, 6:30-9 pm, Goldstein CRN 50057
FIN E05-37, OC/SK, 3 Mon., 6/16, 6:30-9 pm, Goldstein CRN 50059

Pet Care

STARTING A PET SITTING BUSINESS Fee: $119 (ONLINE) In-district seniors: $80
Are you an animal lover? Translate your passion into a profitable career. Learn the essentials of running a successful pet sitting business—from dog and cat care, nutrition, first aid, and common diseases to home visits and ways to impress potential clients. Course also covers start-up costs, pricing, accounting, business plans, and low-cost promotion.
BUS A35-330, 5/21-7/11/14 CRN 50505
BUS A35-331, 6/18-8/8 CRN 50506
BUS A35-332, 7/16-9/5 CRN 50507

Photography

(Also see Graphic Design)

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Judy Langston, professor of art and graphic design, at 847-376-7106 or clouds@oakton.edu.

BEGINNING PHOTOGRAPHY* Fee: $360
Explore the basics of film exposure, development, the use of studio materials, lighting, and printing while studying the history and aesthetics of photography. Studio work outside of regular class time is required. Note: Students must buy their own film and paper (approximate cost: $100.) Students may reserve a camera, tripod, or light meter from the College by paying a refundable deposit fee. (Deposits are retained when equipment is damaged or not returned by the specified due date.)
ATE E01-C31, OC/DP, 7 Mon./Tue./Wed./Thu., 6/16, 6:30-9:40 pm CRN 50614

DIGITAL PHOTOGRAPHY* Fee: $385
An introduction to digital photography. Topics include fundamentals of photography and how they relate to digital imaging; basic electronic imaging principles; and scanning techniques. Course covers the digital darkroom and necessary digital photography software.
ATE A04-C31, OC/SK, 7 Mon./Tue./Wed./Thu., 6/16, 9:30 am-12:10 pm CRN 50613

DIGITAL PHOTOGRAPHY Fee: $140
Explore photo-taking techniques. Review the basics of your camera; discover better lighting techniques; enhance your use of aperture and shutter controls to achieve proper sharpness, exposure, and color rendition; and work with digital imaging software to manipulate and improve your images. No senior discount.
ART C04-31, OC/SK, 6 Mon., 6/9, 6:30-9 pm, Duda CRN 50052
ART C04-32, OC/DP, 6 Tue., 6/10, 6:30-9 pm, Duda CRN 50053
DIGITAL PHOTOGRAPHY (ONLINE)  
Fee: $119  
In-district seniors: $80  
Learn the latest technology in the world of the photographic arts. Covers the basics of digital photography, software, digital darkroom, printing, and Internet and e-mail applications.  
ART C04-330, 5/21-7/11/14  CRN 50094  
ART C04-331, 6/18-8/8  CRN 50095  
ART C04-332, 7/16-9/5  CRN 50096

INTRODUCTION TO LIGHTROOM 4 (ONLINE)  
Fee: $119  
In-district seniors: $80  
Learn how to use Adobe Photoshop Lightroom 4 to organize and edit your images and develop an efficient image processing workflow. Lightroom 4 works with Photoshop, Photoshop Elements, and other digital photo editors.  
ART E04-330, 5/21-7/11/14  CRN 50103  
ART E04-331, 6/18-8/8  CRN 50104  
ART E04-332, 7/16-9/5  CRN 50105

DIGITAL CAMERA BASICS  
Fee: $25  
Bring your digital camera to class and learn. Not only how to use it, but how to get the most out of it. Learn the basics as well as some handy tips and tricks. No senior discount.  
ART C79-31, OC/SC, 1 Wed., 6/18, 6:30 - 9 pm, Duda  CRN 50054  
ART C79-32, ETHS, 1 Tue., 7/22, 6:30 - 9 pm, Duda  CRN 50055

MASTERING YOUR DIGITAL SLR CAMERA (ONLINE)  
Fee: $119  
In-district seniors: $80  
Take your photography skills to the next level with your digital SLR camera. Master lenses, apertures, shutter speed, exposure settings, and other features that allow you to shoot high-quality photos.  
ART E22-330, 5/21-7/11/14  CRN 50106  
ART E22-331, 6/18-8/8  CRN 50107  
ART E22-332, 7/16-9/5  CRN 50108

PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER (ONLINE)  
Fee: $119  
In-district seniors: $80  
Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, course takes you from novice to accomplished user. Requirements: Adobe Photoshop Elements 9.0, or 10.0.  
ART C05-330, 5/21-7/11/14  CRN 50097  
ART C05-331, 6/18-8/8  CRN 50098  
ART C05-332, 7/16-9/5  CRN 50099

DIGITAL SCRAPBOOKING (ONLINE)  
Fee: $119  
In-district seniors: $80  
Learn digital editing techniques to share your photos and other memorabilia with flair. Using Photoshop Elements, learn how build digital collages and scrapbooks—and create your unique works of art.  
ART C59-330, 5/21-7/11/14  CRN 50100  
ART C59-331, 6/18-8/8  CRN 50101  
ART C59-332, 7/16-9/5  CRN 50102

SECRETS OF BETTER PHOTOGRAPHY (ONLINE)  
Fee: $119  
In-district seniors: $80  
Designed for both film and digital photographers, course is filled with tips and tricks to help you take better photographs. Learn the basic technology that all cameras use, and receive helpful information on exposure and lighting. Explore strategies for taking excellent photos in all types of situations, including portraiture, landscape, Macro, and still. Requirements: A digital or film camera.  
ART B87-330, 5/21-7/11/14  CRN 50091  
ART B87-331, 6/18-8/8  CRN 50092  
ART B87-332, 7/16-9/5  CRN 50093

PHOTOSHOP CREATIVE CLOUD FOR THE DIGITAL PHOTOGRAPHER (ONLINE)  
Fee: $119  
In-district seniors: $80  
Adobe Photoshop Creative Cloud (Photoshop CC) is a powerful subscription-based software that provides support and specialized editing tools for digital photographers and graphic artists. The program updates itself as Adobe adds, changes, or improves features. Designed for those with no image-editing experience, course takes students from novice to accomplished photo editor.  
DPR A27-330, 5/21-7/11/14  CRN 50672  
DPR A27-331, 6/18-8/8  CRN 50673  
DPR A27-332, 7/16-9/5  CRN 50674

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE (ONLINE)  
Fee: $119  
In-district seniors: $80  
Do you know people whose behavior makes completing even the simplest tasks difficult? Review helpful information for understanding yourself, solving people problems, and improving personal and professional relationships.  
BUB A53-330, 5/21-7/11/14  CRN 50552  
BUB A53-331, 6/18-8/8  CRN 50553  
BUB A53-332, 7/16-9/5  CRN 50554

WHAT’S STOPPING YOU?  
Fee: $119  
In-district seniors: $80  
Are you tired of being intimidated and treated badly by others? Discover how you lose power when you talk and how to gain it back. Find out the secrets to defusing anger and avoiding criticism. Gain the skills to be assertive with family members, friends, bosses, co-workers, professionals, and clerks. Don’t be afraid to speak out!  
PSY B14-330, 5/21-7/11/14  CRN 50188  
PSY B14-331, 6/18-8/8  CRN 50189  
PSY B14-332, 7/16-9/5  CRN 50190

INDIVIDUAL EXCELLENCE (ONLINE)  
Fee: $119  
In-district seniors: $80  
Explore 12 popular career-enhancing skills—including goal setting, time management, and personal organization—and jump start your career while improving relationships with co-workers, friends, and family.  
BUB A22-330, 5/21-7/11/14  CRN 50583  
BUB A22-331, 6/18-8/8  CRN 50584  
BUB A22-332, 7/16-9/5  CRN 50585

INTRODUCTION TO JOURNALING  
Fee: $119  
In-district seniors: $80  
Journaling can help you learn more about yourself. Explore your dreams, values, and beliefs; improve your health; survive unwanted change; succeed in your career; and express your creativity through writing.  
COM B36-330, 5/21-7/11/14  CRN 50484  
COM B36-331, 6/18-8/8  CRN 50485  
COM B36-332, 7/16-9/5  CRN 50486

MANAGING LIFE AS A SINGLE PARENT (ONLINE)  
Fee: $119  
In-district seniors: $80  
Get the support you need for doing the toughest job on earth: single parenting. Designed with single moms and dads in mind, course offers strategies and tips for enforcing rules, supporting kids emotionally, managing time and finances, and getting help when it’s needed.  
PSY S12-330, 5/21-7/11/14  CRN 50194  
PSY S12-331, 6/18-8/8  CRN 50195  
PSY S12-332, 7/16-9/5  CRN 50196

*Courses may also be taken for college credit.
Consumer Real Estate

REAL ESTATE INVESTING
(ONLINE) Fee: $119
In-district seniors: $80
Want to invest in real estate but have no money and no idea where to start? Course demystifies the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish the course with a specific game plan to start? Course demystifies the technical aspects of acquiring and profiting from property. Explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. You’ll finish the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.
REL E07-330, 5/21-7/11/14 CRN 50143
REL E07-331, 6/18-8/8 CRN 50144
REL E07-332, 7/16-9/5 CRN 50145

MARRIAGE AND RELATIONSHIPS:
KEYS TO SUCCESS (ONLINE) Fee: $119
In-district seniors: $80
Getting married is just the first step! Learn how to build a solid foundation for a strong partnership that will last far beyond “I do.” Understand the stages every relationship goes through, and discover the importance of balancing individual and couple needs. Unearth key strategies that will keep your love alive and marriage healthy.
PSY B13-330, 5/21-7/11/14 CRN 50185
PSY B13-331, 6/18-8/8 CRN 50186
PSY B13-332, 7/16-9/5 CRN 50187

Oakton STEM Summer Youth Institute

For students entering grades 4-8

Give your math, science, technology, and critical thinking skills a work out while you design and build LEGO® robots. Visit local robotics companies, learn more about careers in science, technology, engineering, and math (STEM), and compete against others in these fun, hands-on courses taught by Oakton faculty.

LEGO® WATERBOTICS (Grades 6-8) Fee: $300
Learn about motions and forces, particularly as they relate to water, with LEGO® Mindstorms NXT robotic programming. Develop technological design skills as you work with a team to build a robotic creation. Course includes field trip to a robotics company as well as mini competitions and challenges throughout the week!
KDE S01-31, OC/DP, 1 Mon., Tue., Wed., Thu., 7/28-7/31, 9 am-3 pm
CRN 50072

LEGO® ADVANCED WATERBOTICS (Grades 6-8) Fee: $300
Apply laws of motions and forces, and strengthen technological design skills as you build your own robotic creation using LEGO® Mindstorms NXT robotic programming. Course includes field trip to a robotics company as well as mini competitions and challenges throughout the week!
KDE S02-31, OC/DP, 1 Mon., Tue., Wed., Thu., 8/4-8/7, 9 am-3 pm
CRN 50073

LEGO® MINDSTORM, LEVEL I (Grades 4-6) Fee: $300
Calling all young builders and engineers! Learn about structure and design by building with LEGO’s. Create your own robot using LEGO® Mindstorms NXT robotic programming. Course includes field trip to a robotics company as well as mini competitions and challenges throughout the week!
KDE S03-31, OC/DP, 1 Mon., Tue., Wed., Thu., 7/14-7/17, 9 am-3 pm
CRN 50070

LEGO® MINDSTORM, LEVEL II (Grades 6-8) Fee: $300
Learn about structure and design by building with LEGO’s. Use LEGO® Mindstorms NXT robotic programming to create your own robot able to perform complex maneuvers and react to a multitude of sensors. Course includes field trip to a robotics company as well as mini competitions and challenges throughout the week!
KDE S04-31, OC/DP, 1 Mon., Tue., Wed., Thu., 7/21-7/24, 9 am-3 pm
CRN 50071
**WOW! WHAT A GREAT EVENT**  
(ONLINE)  
*Fee: $119*  
In-district seniors: $80  
Learn how to create and coordinate successful special events. Develop skills, find resources, and gain confidence to plan and produce successful functions. Review proven tips, tools, techniques, and procedures used by master event planners which help you avoid embarrassing and costly errors.  
BUB E12-330, 5/21-7/11/14  
CRN 50667  
BUB E12-331, 6/18-8/8  
CRN 50534  
BUB E12-332, 7/16-9/5  
CRN 50535

**ENHANCING LANGUAGE DEVELOPMENT**  
IN CHILDHOOD  
(ONLINE)  
*Fee: $119*  
In-district seniors: $80  
Follow your child’s lead and have fun while enhancing language development! In this fun course designed for parents, teachers, and caregivers, discover how children learn to process language and how they become proficient speakers and thinkers. Enrich your child’s life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.  
TCR B03-330, 5/21-7/11/14  
CRN 50140  
TCR B03-331, 6/18-8/8  
CRN 50141  
TCR B03-332, 7/16-9/5  
CRN 50142

**Tech Trends**

**CREATING MOBILE APPS WITH HTML5**  
(ONLINE)  
*Fee: $119*  
In-district seniors: $80  
Learn how to use the latest Web standards – in particular, HTML5 and CSS3—to create cross-platform mobile apps that work on just about any mobile device, including iPhone, iPad, Android, Blackberry, and Windows phone. Course also covers scripting with JavaScript, using jQuery Mobile, Web APIs, and other important skills and techniques.  
DAT A31-330, 5/21-7/11/14  
CRN 50365  
DAT A31-331, 6/18-8/8  
CRN 50366  
DAT A31-332, 7/16-9/5  
CRN 50367

**GOOGLE APPS: A QUICK LOOK**  
*Fee: $20*  
A quick introduction to some of Google’s special online applications, a.k.a., “apps.” There are apps to organize your schedule, share events, and create and share documents, presentations, and spreadsheets. No senior discount.  
DAT E12-32, OC/DP, 1 Wed., 7/9, 7-9 pm  
CRN 50023

**INTRODUCTION TO GOOGLE ANALYTICS**  
(ONLINE)  
*Fee: $119*  
In-district seniors: $80  
Learn to track and generate traffic to your site, create reports, and analyze data with Google’s free Web analytics tools. Enhance online traffic by determining where your visitors come from, devices they use, average time spent on site, links clicked, and which content they found most appealing.  
DAT A35-330, 5/21-7/11/14  
CRN 50377  
DAT A35-331, 6/18-8/8  
CRN 50378  
DAT A35-332, 7/16-9/5  
CRN 50379

**TWITTER 101**  
*Fee: $20*  
Is Twitter one more distraction, or a truly valuable tool? The answer: both. Originally designed for users to answer the question “What are you doing?” Twitter can be a great for marketing, networking, and breaking news. No senior discount.  
DAT E11-31, OC/SK, 1 Mon., 6/9, 7-9 pm  
CRN 50022

**FACEBOOK: GETTING STARTED**  
*Fee: $20*  
Create your own Facebook account, and then the fun really starts! Learn about inviting friends, friend etiquette, groups, fan pages, sharing links, photos, privacy, and much more. No senior discount.  
DAT E13-31, OC/SK, 1 Tue., 6/3, 7-9 pm  
CRN 50524

**LINKEDIN FUNDAMENTALS**  
*Fee: $20*  
Begin with a social media overview and continue on to cover LinkedIn profiles, network building, groups, search techniques, and communications options. Explore how to use LinkedIn applications for sales, marketing, recruiting, career development, and job searches. Even experienced LinkedIn can benefit from this in-depth course. No senior discount.  
DAT E24-31, OC/SK, 1 Tue., 6/17, 7-9 pm  
CRN 50025

**GAME DEVELOPMENT FOR BEGINNERS**  
(ONLINE)  
*Fee: $119*  
In-district seniors: $80  
There’s never been a better time to start a career in game development! Industry forecasts indicate gaming will be worth close to $100 billion by 2015. Build a foundation and gain hands-on experience designing games in a wide variety of genres for different audiences and platforms.  
DAT A36-330, 5/21-7/11/14  
CRN 50326  
DAT A36-331, 6/18-8/8  
CRN 50327  
DAT A36-332, 7/16-9/5  
CRN 50328

**USING SOCIAL MEDIA IN BUSINESS**  
(ONLINE)  
*Fee: $119*  
In-district seniors: $80  
Find out how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Google+, and Pinterest—to grow and promote your business. Examine ways to measure each platform’s success and find out how to automate activity to leverage the power of electronic communication.  
BUS A19-330, 5/21-7/11/14  
CRN 50496  
BUS A19-331, 6/18-8/8  
CRN 50497  
BUS A19-332, 7/16-9/5  
CRN 50498

**INTRODUCTION TO LINKEDIN CAREER NETWORKING (ONLINE)**  
*Fee: $119*  
In-district seniors: $80  
Explore the ins and outs of LinkedIn, a free and popular job search and career development tool. Expand your professional network and use your new connections to find a referral or new position, research potential employers, or even fill your own job vacancies.  
BUS A06-330, 5/21-7/11/14  
CRN 50545  
BUS A06-331, 6/18-8/8  
CRN 50540  
BUS A06-332, 7/16-9/5  
CRN 50541

**INTRODUCTION TO ADOBE EDGE ANIMATE**  
(ONLINE)  
*Fee: $119*  
In-district seniors: $80  
Until recently, creating animated and interactive Web content required complex tools and proprietary plug-ins. Adobe Edge Animate has changed the playing field. Learn to develop engaging content and graphics quickly and easily, relying on widely-accepted Web standards and requiring a minimal amount of code.  
DAT A37-330, 5/21-7/11/14  
CRN 50329  
DAT A37-331, 6/18-8/8  
CRN 50330  
DAT A37-332, 7/16-9/5  
CRN 50331

**SOCIAL MEDIA FOR BUSINESS AND ADVANCED TECHNIQUES WORKSHOP**  
*Fee: $110*  
Create your online social media presence and learn how to use it as a strategic business tool. Includes an overview of social media; building LinkedIn profiles, Twitter, Facebook, and YouTube; creating networks; and building your fan base. Learn search techniques and strategies, communication options, and how social media can be used for business to business/business to consumer marketing and job hunting. Useful for marketers, businesses owners, decision-makers, and executives.  
DPR E35-31, OC/DP, 4 Mon., 7/14, 7-9 pm  
CRN 50026
Television and Production Services

You're on the Air (How to Really Make It in Voice-Overs) Fee: $50
Voice-overs are hot today! With such notable talent as James Earl Jones, Linda Hunt, and Donald Sutherland lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! Learn about an exciting new way to get around the competition and actually turn voice-overs into a thriving full or part-time business. Brian Thon, successful voice-over artist, demonstrates voice-over technique and introduces the voice-over industry. Explore the numerous opportunities, the income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording and, best of all, hear the results! No senior discount.

Commercial Voice-overs (ONLINE) In-district seniors: $80
You are a novice or more experienced, you'll learn to edit professional video presentations for general online use, educational or business purposes, or even a career in the motion picture industry!

Classroom (ONLINE) In-district seniors: $80
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X software. Whether you are a novice or more experienced, you'll learn to edit professional video presentations for general online use, educational or business purposes, or even a career in the motion picture industry!

Classes are cancelled a week before start date if minimum enrollment is not reached.

Test Preparation and Placement Test Workshops

Test Preparation

GMAT Preparation (ONLINE) In-district seniors: $80

Final Cut Pro X (ONLINE) In-district seniors: $80
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X software. Whether you are a novice or more experienced, you'll learn to edit professional video presentations for general online use, educational or business purposes, or even a career in the motion picture industry!

GRE Preparation – Part I (ONLINE) In-district seniors: $80
Course reviews all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, test completion, sentence equivalence questions, and both essay tasks. Gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best score!

GRE Preparation – Part II (ONLINE) In-district seniors: $80
Course features a math review and techniques for tackling the quantitative, interpretive comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats. Get pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day and to achieve your best score!

Placement Test Workshops

As part of the Learning Center, Oakton's Testing Center administers placement tests for the three Pre-Admission Test. This is a requirement for Oakton's Associate Degree Nursing Program.

NLN Pre-Admission Test Fee: $50
The National League of Nursing (NLN) Pre-Admission Test required for ranking for admission to Oakton's associate's degree Nursing Program is administered during the time specified for this course. Registration and course fees not refundable if test is not taken on the date students register for this test. Students are not eligible to retake the NLN Pre-Admission Test for six months after the last NLN Pre-Admission Exam. Test results will only be sent to Oakton's ADN program. Seating limited to those enrolled in this course. Doors open 30 minutes before testing begins. Students must register one week before test date. For more information, call the Testing Center at 847.635.1939. No senior discount.

Tips, Tools, and Strategies for Teachers

Creating K-12 Learning Materials (ONLINE) In-district seniors: $80
Do you have an idea for an instructional aide? Learn how to create and self-publish a wide variety of instructional materials, such as workbooks, lab manuals, booklets, activity kits, and visual aids to increase student performance. Find out how to profit from your ideas by offering the products you develop for sale through catalogs, stores, and trade shows.

Grammar for English as a Second Language (ESL) (ONLINE) In-district seniors: $80
If English is your second language and you're headed for college don't miss this course! Lessons provide an in-depth analysis of English grammar and structure, preparing you to succeed in any classes taught in English. Designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required.

Practical Ideas for the Adult ESL/EFL Classroom (ONLINE) In-district seniors: $80
Learn ESL teaching strategies that will set your adult ESL/EFL students up for success! Get to know what motivates students and how you can tailor your ESL teaching methods to their needs. Explore a wealth of activities you can use to help your students become more confident listeners, speakers, readers, and writers of English.

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.
INTRODUCTION TO TEACHING ESL/EFL  Fee: $119  (ONLINE)  In-district seniors: $80
Would you like to increase your effectiveness as an English language teacher? Rethink the traditional native vs. non-native speaker distinction, understand why teaching English is so different from teaching other subjects, and explore innovative approaches like Communicative Language Teaching and the lexical approach. Gain new ideas for teaching vocabulary, grammar, listening, speaking, reading, and writing. Learn to design fair and accurate tests. Course is TESOL approved.
TCR A03-330, 5/21-7/11/14  CRN 50149
TCR A03-331, 6/18-8/8  CRN 50150
TCR A03-332, 7/16-9/5  CRN 50151

TEACHING ESL/EFL VOCABULARY  Fee: $119  (ONLINE)  In-district seniors: $80
Create a well-balanced ESL vocabulary course that meets student needs while providing the opportunity to earn a TESOL Certificate of Completion. Content approved by the TESOL Professional Development Committee.
TCR A16-330, 5/21-7/11/14  CRN 50134
TCR A16-331, 6/18-8/8  CRN 50135
TCR A16-332, 7/16-9/5  CRN 50136

TEACHING ESL/EFL READING  Fee: $119  (ONLINE)  In-district seniors: $80
Pass on your passion for reading to your students! Reading is one of the most important language skills you can teach. It gives your students what they need to be successful learners and increases their self-confidence. Learn how to show your students the value of reading and motivate them to become strong readers. Explore the ins and outs of intensive and extensive reading and help your students develop a fluent reading rate, while improving reading comprehension, and much more.
TCR A05-330, 5/21-7/11/14  CRN 50155
TCR A05-331, 6/18-8/8  CRN 50156
TCR A05-332, 7/16-9/5  CRN 50157

TEACHING GRAMMAR FOR ESL/EFL  Fee: $119  (ONLINE)  In-district seniors: $80
Learn how grammar makes language meaningful and contributes to communication. Help your students develop a greater appreciation of the rules for grammar. Discover and practice new teaching methods and develop activities that engage and challenge your students.
TCR A06-330, 5/21-7/11/14  CRN 50158
TCR A06-331, 6/18-8/8  CRN 50159
TCR A06-332, 7/16-9/5  CRN 50160

SURVIVAL KIT FOR NEW TEACHERS  Fee: $119  (ONLINE)  In-district seniors: $80
Are you a new teacher anxious about entering your first classroom? Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, you'll learn all the time-tested tools, tips, and tricks you need to make your early years in the classroom a breeze.
TCR B01-330, 5/21-7/11/14  CRN 50137
TCR B01-331, 6/18-8/8  CRN 50138
TCR B01-332, 7/16-9/5  CRN 50139

THE SECRETS TO SOLVING CLASSROOM DISCIPLINE PROBLEMS  Fee: $119  (ONLINE)  In-district seniors: $80
Why do some teachers enjoy peaceful, orderly classrooms, while others face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. Learn a step-by-step approach to effective, positive classroom discipline.
ETN E01-330, 5/21-7/11/14  CRN 50257
ETN E01-331, 6/18-8/8  CRN 50258
ETN E01-332, 7/16-9/5  CRN 50259

READY, SET, READ!  Fee: $119  (ONLINE)  In-district seniors: $80
Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you come to understand how play connects to literacy, you will see everyday children's play with a new eye. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to big steps in reading and writing success.
COM C10-330, 5/21-7/11/14  CRN 50487
COM C10-331, 6/18-8/8  CRN 50488
COM C10-332, 7/16-9/5  CRN 50489

SINGAPOR E MATH STRATEGIES: SENSE AND COMPUTATIONAL FOR GRADES 6-9  Fee: $119  (ONLINE)  In-district seniors: $80
Model Drawing, a core part of Singapore Math – a program that forms the foundation of math instruction in Singapore – helps students succeed with word problems, improve general problem solving skills, develop self-confidence, and awaken their interest in math. Help your students enjoy math in a way they may never have before!
TCR A14-330, 5/21-7/11/14  CRN 50128
TCR A14-331, 6/18-8/8  CRN 50129
TCR A14-332, 7/16-9/5  CRN 50130

SINGAPOR E MATH: NUMBER STRATEGIES (ONLINE)  Fee: $119  In-district seniors: $80
Singaporean students have been top mathematicians performers for more than a decade! Using a layered curriculum founded on solid number sense and concrete, pictorial, and abstract computational strategies, Singaporean teachers make math purposeful, interesting, and relevant. Learn their secrets and come away knowing how to have meaningful math lessons in your classroom.
TCR A08-330, 5/21-7/11/14  CRN 50164
TCR A08-331, 6/18-8/8  CRN 50165
TCR A08-332, 7/16-9/5  CRN 50166

TEACHING MATH: GRADES 4-6 STRATEGIES (ONLINE)  Fee: $119  In-district seniors: $80
Get your students excited about math! Learn easy, inexpensive, and creative strategies that help your struggling students succeed. Find out what the newest research says about how children really learn to read and write. Explore the development of reading and writing from infancy to the early school years. As you come to understand how play connects to literacy, you will see everyday children's play with a new eye. Gain confidence in your ability to guide a child's literacy development, and take pleasure in seeing how even the littlest events can lead to big steps in reading and writing success.
TCR A13-330, 5/21-7/11/14  CRN 50125
TCR A13-331, 6/18-8/8  CRN 50126
TCR A13-332, 7/16-9/5  CRN 50127

TEACHING STUDENTS WITH LEARNING DISABILITIES  Fee: $119  (ONLINE)  In-district seniors: $80
Whether you're already in the classroom, studying for the Praxis Special Education exam, or getting ready to work with students, this course prepares you to empower your learning disabled kids. Learn how to successfully meet their diverse needs and discover easy, practical, and creative strategies that help your struggling students find their light bulb moments!
TCR A10-330, 5/21-7/11/14  CRN 50116
TCR A10-331, 6/18-8/8  CRN 50117
TCR A10-332, 7/16-9/5  CRN 50118

www.oakton.edu/conted
TEACHING STUDENTS WITH AUTISM: Fee: $119
STRATEGIES FOR SUCCESS   In-district seniors: $80
(ONLINE)

If you’ve ever had a student who blurted out in class, screamed when someone patted his or her shoulder, or rocked back and forth in the chair, you’ll appreciate the lessons ahead. Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neuro-typical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities, and learning to enjoy the rich perspective they bring to the classroom.

TCR A09-330, 5/21-7/11/14  CRN 50167
TCR A09-331, 6/18-8/8        CRN 50168
TCR A09-332, 7/16-9/5        CRN 50169

TEACHING SMARTER WITH SMART BOARD Fee: $119
(ONLINE)  In-district seniors: $80

SMART Board is revolutionizing today’s classroom. Learn to use this exciting, interactive whiteboard to create multimedia lessons that engage students. Explore the full range of SMART Board features and learn how to use SMART Notebook software to create lessons blending text, video, and graphics. Find out how SMART Board technology can enhance your teaching and learn simple troubleshooting tips that may help when your SMART Board isn’t acting as smart as it should.

TCR A12-330, 5/21-7/11/14  CRN 50122
TCR A12-331, 6/18-8/8        CRN 50123
TCR A12-332, 7/16-9/5        CRN 50124

RESPONSE TO INTERVENTION: READING Fee: $119
STRATEGIES THAT WORK (ONLINE) In-district seniors: $80

Intended for reading instructors. Lean the research based, proven strategy that allows you to help the struggling readers in your classroom. Discover the tools and create an intervention plan to tackle the toughest literacy problems, helping students with phonics, fluency, vocabulary, reading comprehension, and writing.

TCR A15-330, 5/21-7/11/14  CRN 50131
TCR A15-331, 6/18-8/8        CRN 50132
TCR A15-332, 7/16-9/5        CRN 50133

Web Page/Web Site Design

(Also see Computer Courses)

Courses marked with an asterisk (*) may be taken as noncredit or credit classes. Different fees and requirements apply for the credit version of any course. For questions regarding a college credit class, contact Michele Reznick, program coordinator, at 847-635-1904.

CREATING WEB PAGES (HTML) Fee: $119
(ONLINE)  In-district seniors: $80

Learn the fundamentals of Web design. Plan the content, structure and layout; create pages full of neatly formatted text; build links between the pages and to other sites; and add color, backgrounds, graphics, tables, hot buttons, and animation. Discover how to secure the best possible location in search engine listings and no- or low-cost Web marketing strategies. Also covers how to save time with a HTML authoring program.

DPR A78-330, 5/21-7/11/14  CRN 50287
DPR A78-331, 6/18-8/8        CRN 50288
DPR A78-332, 7/16-9/5        CRN 50289

INTRODUCTION TO JAVASCRIPT Fee: $119
(ONLINE)  In-district seniors: $80

Learn to use JavaScript to add interactive features—such as buttons, picture carousels, and collapsible panels—to your Web pages. Explore ways in which jQuery, “the write less, do more” JavaScript Library, can catapult your basic JavaScript knowledge to incredible new heights.

DPR A88-330, 5/21-7/11/14  CRN 50251
DPR A88-331, 6/18-8/8        CRN 50252
DPR A88-332, 7/16-9/5        CRN 50253

ADVANCED WEB PAGES Fee: $119
(ONLINE)  In-district seniors: $80

Take your Web development skills to the next level. Using CSS and HTML5, create advanced Web sites that work in any environment—from a desktop computer to a mobile device; add interactivity, animation, video, and media queries for mobile devices.

DAT A02-330, 5/21-7/11/14  CRN 50421
DAT A02-331, 6/18-8/8        CRN 50422
DAT A02-332, 7/16-9/5        CRN 50423

WEB GRAPHIC PAGE DESIGN:
DREAMWEAVER* Fee: $385

Learn more about graphics, animation, and multimedia in Web page design and production using Dreamweaver. Includes fundamentals of graphic production, layout design principles, animation, and engineering principles of multimedia. Final project incorporates graphics, sound, and movies. Recommended: Experience with digital imaging using Photoshop. This course may also be taken for college credit. Contact Judy Langston, professor of art and graphic design, at 847-376-7106 or clouds@oakton.edu for information.

ATE A03-C31, OC/SK, 7 Tue./Wed./Thu., 6/17, 6-10 pm CRN 50612

BUILD A WEB SITE WITH DREAMWEAVER (ONLINE) Fee: $119

Move through the basics of Web site design systematically, becoming familiar with each Dreamweaver feature. Lessons emphasize skills learned through actual Web construction. Work with text, images, hyperlinks, tables, frames and layers. Explore cascading style sheets, behaviors and animation. Class assumes no knowledge of HTML, Web design, or familiarity with Web terminology.

Requirements: Adobe Dreamweaver CS5, or CS6 for PC or Mac.

DPR A37-330, 5/21-7/11/14  CRN 50317
DPR A37-331, 6/18-8/8        CRN 50318
DPR A37-332, 7/16-9/5        CRN 50319

CREATING WORDPRESS WEBSITES I Fee: $119
(ONLINE)  In-district seniors: $80

Want to build an attractive, sophisticated blog or Web site without having to lean any special coding? Learn how to use WordPress, a free and popular Web design tool that allows you to create professional quality blogs and interactive Web sites quickly and easily. No software purchase or installation is necessary.

DAT A28-330, 5/21-7/11/14  CRN 50359
DAT A28-331, 6/18-8/8        CRN 50360
DAT A28-332, 7/16-9/5        CRN 50361

CREATING WORDPRESS WEBSITES II Fee: $119
(ONLINE)  In-district seniors: $80

Create and manage dynamic Web sites and blogs without any technical coding skill using WordPress, the world’s most popular publisher. Use WordPress plug-ins to add a shopping cart, optimize search engine results, and keep your Web site secure. Customize your site with HTML and CSS. Note: WordPress.org software is free, but to use it you’ll need to register a domain name and set up an account with a hosting company for a minimum of three months, for about $10 per month.

DAT A30-330, 5/21-7/11/14  CRN 50362
DAT A30-331, 6/18-8/8        CRN 50363
DAT A30-332, 7/16-9/5        CRN 50364

*Courses may also be taken for college credit.
Continuing Education

Writing

KEYS TO EFFECTIVE EDITING Fee: $119
(ONLINE) In-district seniors: $80
Ask any published writer and you will hear that a good editor isn't just helpful, but essential. All levels of writers and editors can benefit from this course, which explores the fundamentals of editing and recent professional advances that may be applied to both fiction and nonfiction writing.

COM B17-330, 5/21-7/11/14 CRN 50478
COM B17-331, 6/18-8/8 CRN 50479
COM B17-332, 7/16-9/5 CRN 50480

New!

MAKING MONEY FROM YOUR WRITING Fee: $119
(ONLINE) In-district seniors: $80
You really can make money as a writer! Explore dozens of ways to establish a sometime, part-time, or full-time career in the field. Filled with practical information rarely taught in writing classes, course includes methods for working faster, receiving fewer rejections, and boosting your earnings.

COM B07-330, 5/21-7/11/14 CRN 50469
COM B07-331, 6/18-8/8 CRN 50470
COM B07-332, 7/16-9/5 CRN 50571

EFFECTIVE BUSINESS WRITING Fee: $119
(ONLINE) In-district seniors: $80
Whether you are a clerical worker, engineer, or executive, even a small improvement in your writing skills can improve your career prospects. Identify and eliminate problem areas in your writing . Learn to develop powerful written documents, including e-mail, that immediately draw readers in and motivate them to take action.

COM S18-330, 5/21-7/11/14 CRN 50457
COM S18-331, 6/18-8/8 CRN 50458
COM S18-332, 7/16-9/5 CRN 50459

Writing Essentials Fee: $119
(ONLINE) In-district seniors: $80
Master the essentials of writing in order to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. Hands-on activities will help you put your powerful new skills to use right away.

COM B01-330, 5/21-7/11/14 CRN 50517
COM B01-331, 6/18-8/8 CRN 50518
COM B01-332, 7/16-9/5 CRN 50519

*Course may also be taken for college credit.
PUBLISH AND SELL YOUR E-BOOKS Fee: $119
(ONLINE) In-district seniors: $80
Did you know that e-books now outsell print books, and self-published authors regularly make the New York Times best-seller lists? Don’t wait for a traditional publisher to discover your talent! Learn how to use free tools to publish and sell e-books through the world’s largest online bookstores.
BUB E41-330, 5/21-7/11/14 CRN 50536
BUB E41-331, 6/18-8/8 CRN 50537
BUB E41-332, 7/16-9/5 CRN 50538

RESEARCH METHODS FOR WRITERS Fee: $119
(ONLINE) In-district seniors: $80
Learn the most efficient and effective methods of conducting research for any writing project—from fiction to dissertation. Discuss various techniques, including personal interviews; public reports; polls and surveys; and historical, undercover, and guerilla research.
COM S49-330, 5/21-7/11/14 CRN 50466
COM S49-331, 6/18-8/8 CRN 50467
COM S49-332, 7/16-9/5 CRN 50468

TRAVEL WRITING Fee: $119
(ONLINE) In-district seniors: $80
Profit from travel to exotic lands—or even experiences in your own backyard—by writing and selling travel articles and books.
COM E97-330, 5/21-7/11/14 CRN 50442
COM E97-331, 6/18-8/8 CRN 50443
COM E97-332, 7/16-9/5 CRN 50444

CRAFT OF MAGAZINE WRITING Fee: $119
(ONLINE) In-district seniors: $80
Magazine writing is fun, easy, and a great source of income whether you are retired, planning for the future, or a work-at-home parent. Jump start your dream of becoming a freelance writer with a magazine writing career.
COM E95-330, 5/21-7/11/14 CRN 50493
COM E95-331, 6/18-8/8 CRN 50494
COM E95-332, 7/16-9/5 CRN 50495

INTRODUCTION TO SCREENWRITING Fee: $119
(ONLINE) In-district seniors: $80
Learn what makes a script sell. Examine what makes a screen story work, and how to structure that story into a script, create characters, and make your dialogue sing. Explore the rapidly expanding market for scripts and see how you can grab your place in it.
COM S10-330, 5/21-7/11/14 CRN 50448
COM S10-331, 6/18-8/8 CRN 50449
COM S10-332, 7/16-9/5 CRN 50450

BECOMING A GRANT WRITING CONSULTANT (ONLINE) In-district seniors: $80
Good grant writing consultants are always in demand. Use your creative writing skills and basic knowledge of grant writing to build a lucrative consulting business that can make a difference in the quality of thousands of lives.
BUB A59-330, 5/21-7/11/14 CRN 50570
BUB A59-331, 6/18-8/8 CRN 50571
BUB A59-332, 7/16-9/5 CRN 50572

TECHNICAL WRITING Fee: $119
(ONLINE) In-district seniors: $80
Explore the well-paying field of technical writing. Learn to translate complex information into easily understood language and study technical writing conventions, interviewing skills, desktop publishing, graphics, templates, and more. Gain tips on how to enter this growing industry. Requirements: Any version of Microsoft Word.
COM S11-330, 5/21-7/11/14 CRN 50451
COM S11-331, 6/18-8/8 CRN 50452
COM S11-332, 7/16-9/5 CRN 50453

WRITING EFFECTIVE GRANT PROPOSALS (ONLINE) In-district seniors: $80
Learn to prepare grant proposals that get solid results for your favorite organization or charity. More than $200 billion is available for worthy causes each year, yet most people don’t know how to prepare an application that will deliver needed funding. Learn how to write professional proposals that actually succeed, and avoid the mistakes that get applications for wonderful projects tossed into the wastebasket!
BUB A58-330, 5/21-7/11/14 CRN 50567
BUB A58-331, 6/18-8/8 CRN 50568
BUB A58-332, 7/16-9/5 CRN 50569

INTRODUCTION TO INTERNET WRITING Fee: $119
MARKETS (ONLINE) In-district seniors: $80
While some traditional markets for writers have vanished, others have appeared on the horizon—many on the Internet. Explore how to sell e-zine articles; write for webzines and blogs; sell manuscripts to an e-publisher; and self-publish your own e-book or a traditional book using print-on-demand publishing.
COM B05-330, 5/21-7/11/14 CRN 50520
COM B05-331, 6/18-8/8 CRN 50521
COM B05-332, 7/16-9/5 CRN 50522

WRITE AND PUBLISH YOUR NON-FICTION BOOK (ONLINE) In-district seniors: $80
Did you know that nonfiction book titles are 10 times more likely to get published than fiction titles? Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.
COM B35-330, 5/21-7/11/14 CRN 50481
COM B35-331, 6/18-8/8 CRN 50482
COM B35-332, 7/16-9/5 CRN 50483

BREAKING INTO SITCOM WRITING Fee: $119
(ONLINE) In-district seniors: $80
Learn how to write professional sitcom scripts and how to break into show business from a veteran TV comedy writer. Master the art of creating a well-paced, action-packed story and telling it completely in jokes. Discover the secrets to writing dialogue that sounds real, fully serves the story, and makes an audience laugh. Avoid amateur mistakes and peek behind the business of television writing.
COM S39-330, 5/21-7/11/14 CRN 50460
COM S39-331, 6/18-8/8 CRN 50461
COM S39-332, 7/16-9/5 CRN 50462

BEGINNING WRITER’S WORKSHOP Fee: $119
(ONLINE) In-district seniors: $80
If you’ve dreamed of writing creatively, this course is a great place to start. Get a taste of the writing life, improve your writing skills, and fully serves the story, and makes an audience laugh. Avoid amateur mistakes and peek behind the business of television writing.
COM B11-330, 5/21-7/11/14 CRN 50475
COM B11-331, 6/18-8/8 CRN 50476
COM B11-332, 7/16-9/5 CRN 50477

REGISTER EARLY!
Classes are cancelled a week before start date if minimum enrollment is not reached.
Free ESL Classes*

About the ESL Program
- Designed for adults 16 years and older whose native language is not English
- Teaches listening, speaking, reading, and writing skills;
- Introduces students to American culture;
- Offered free to students through Title II of the Workforce Investment Act as administered by the Illinois Community College Board.

Au Pairs: Per ICCB (Illinois Community College Board) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton’s free ESL classes. They may, however, enroll in the College’s low-cost tuition classes.

Course Information
- Students may be admitted throughout the term if space is available
- College-bound or advanced ESL students should call 847.635.1821 to see if they have sufficient English skills to take college classes.

Counseling and Registration
- Students must bring identification and Social Security number, if available
- Admission to free ESL classes is only available to students who register in person
- Special ongoing registration dates are listed below.

Oakton Community College is committed to equal access to educational opportunities for students with disabilities. To request disability accommodations, contact Theresa O’Sullivan at 847.635.1759.

*Free classes are funded by the Illinois Community College Board. In compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), approximately 37 percent of the adult education program is federally funded.

DAYTIME CLASSES

BEGINNING TO ADVANCED ESL

Evanston Public Library (Main Branch)
1703 Orrington Avenue, Evanston
Registration: Friday, June 27, 10 am-12:30 pm
Ongoing Registration: Tuesdays, July 1-22, 10 am-12:30 pm
Class Meets: Tuesday and Friday, 10 am-12:30 pm
First Class: Tuesday, July 1, 10 am-12:30 pm

Oakton Community College, Skokie Campus
7701 North Lincoln Avenue, Skokie
Registration: Monday, May 19, 9 am-12:30 pm
Ongoing Registration: Tue. and Wed., May 20, 9 am-12:30 pm
Class Meets: Monday-Thursday, 9 am-12:30 pm
First Class: Monday, May 20, 9 am-12:30 pm

Registration: Monday, July 21, 9 am-12:30 pm
Ongoing Registration: Mon. and Tue., July 28, 9 am-12:30 pm
Class Meets: Monday-Thursday, 9 am-12:30 pm
First Class: Monday, July 28, 9 am-12:30 pm

Oakton Community College, Des Plaines Campus
1600 East Golf Road, Des Plaines
Registration: Monday, May 19, 9 am-12:30 pm
Ongoing Registration: Tue. and Wed., May 20, 9 am-12:30 pm
Class Meets: Monday-Thursday, 9 am-12:30 pm
First Class: Tuesday, May 20, 9 am-12:30 pm

Registration: Monday, July 21, 9 am-12:30 pm
Ongoing Registration: Mon. and Tue., July 28, 9 am-12:30 pm
Class Meets: Monday-Thursday, 9 am-12:30 pm
First Class: Monday, July 28, 9 am-12:30 pm

EVENING CLASSES

BEGINNING – ADVANCED ESL

Evanston Township High School
1600 Dodge Avenue, Evanston
Registration: Monday, June 30, 6-9:15 pm
Ongoing Registration: July 1, 2 and 7, 6-9:15 pm
Class Meets: Monday, Tuesday, and Wednesday, 6-9:15 pm
First Class: Tuesday, July 1, 6-9:15 pm

Lincolnwood Public Library
4000 West Pratt Avenue, Lincolnwood
Registration: Tuesday, June 24, 6-8:30 pm
Ongoing Registration: Tuesdays only, July 1-22, 6-8:30 pm
Class Meets: Tuesday, 6-8:30 pm
First Class: Tuesday, July 1, 6-8:30 pm

CITIZENSHIP EDUCATION No fee required
Instruction in U.S. history and government to prepare for the citizenship examination.
HIS A15-101, SKL, 9 Fri., 7/11, 6-8:45 pm

Volunteer to be a VITA Literacy/ESL tutor.

Help adults learn to read or speak English. Learn methods and materials especially suited for tutoring individuals new to the U.S. or American-born residents who are improving their reading skills.

Attend a four-session workshop at the Ray Hartstein Campus:
Tuesday, June 17, 6-9:45 p.m.,
Thursday, June 19, 6-9:45 p.m.,
Thursday, July 17, 6-9 p.m.,
and Thursday, July 24, 6-9 p.m.

For details or to schedule interview, call VITA Program Manager at 847-635-1426.
Low-cost Tuition ESL Classes

General Description: Classes focus on meeting special needs or developing a specific skill. They supplement the free ESL classes. Classes are designed for students who are at an intermediate level.

Registration: Tuition fees are subject to changes in state funding. Half price tuition does not apply to in-district seniors taking ESL classes. You may register by mail or in person. Unlike free ESL classes, tuition-charge classes close after the first class. For more information, call 847.635.1426.

Processing Fee: Registrants will be charged an $8 non-refundable processing fee at the time of registration.

However, students who register online at Oakton’s Web site will only be charged once per semester for an unlimited number of classes. Those registering in person, by mail, or fax will be charged an $8 fee with each registration form.

Note: Tuition fees are subject to changes in State funding.

CONVERSATIONAL ENGLISH PRACTICE
Fee: $90 (7 sessions)
For intermediate ESL students. Improve listening and speaking skills to function more effectively in business and social situations.

COM A50-101, OC/SK, 7 Tue., 7/8, 9 am-12 pm
Registration: Tue., 7/1, 9 am-12 pm
COM A50-102, OC/SK, 7 Tue., 7/8, 7-10 pm
Registration: Tue., 7/1, 7-10 pm

PRACTICAL READING AND WRITING SKILLS
Fee: $90 (7 sessions)
For intermediate ESL students who have basic English literacy. Develop skills in writing for information, making complaints, and requesting refunds. Get help in understanding and answering business and social letters.

COM A53-101, OC/SK, 7 Wed., 7/9, 7-10 pm
Registration: Wed., 7/2, 7-10 pm
COM A53-102, OC/SK, 7 Wed., 7/9, 9 am-12 pm
Registration: Wed., 7/2, 9 am-12 pm

COMPOSITION FOR INTERMEDIATE ESL STUDENTS
Fee: $90
Learn effective writing techniques through step-by-step exercises. Emphasis on developing paragraphs and essays. Course helps students prepare for the writing portion of the TOEFL exam. Textbook required.

COM A61-101, OC/SK, 8 Wed., 6/11, 7-9:45 pm

INTENSIVE ESL
Fee: Listed with section
Classes meet three times each week and provide an opportunity for students at a high intermediate level to develop extensive language skills. Pre-registration and placement test are required. Call 847.635.1426 to schedule a test date.

COM A19-101, OC/SK, 6 Tue./Wed./Thu., 6/10, 12:40-3:20 pm, $210
COM A19-102, OC/SK, 4 Tue./Wed./Thu., 7/23, 12:40-3:20 pm, $148

INTENSIVE GRAMMAR REVIEW
Fee: $90 (8 sessions)
For intermediate speakers of ESL. Learn to speak and write better by improving your knowledge of English grammar.

COM A70-101, OC/SK, 8 Mon., 6/16, 7-9:45 pm

IDIOMS AND VOCABULARY DEVELOPMENT
Fee: $90 (9 sessions)
For intermediate speakers of English as a Second Language. Develop your awareness of and skills in using common American idioms and idiomatic phrases.

COM A54-31, WFOO, 9 Thu., 6/12, 6-9 pm

TOEFL PREP SEMINAR
Fee: $120 (9 sessions)
Colleges and professional accrediting agencies require that non-native speakers pass the Test of English as a Foreign Language (TOEFL). Prepare for the TOEFL with timed practice on similar tests. Become familiar with test formats and language problems encountered by other non-native speakers.

COM A45-101, OC/SK, 9 Thu., 6/12, 7-10 pm
COM A45-102, OC/SK, 9 Mon., 6/16, 12:15-3:15 pm

Free Reading/Literacy Classes*

Classes are for native and non-native speakers of English who wish to improve their reading, writing and math skills. Lead teachers direct trained tutors to help students develop these skills for personal or employment needs.

• Students must be at least 17 years old and not currently enrolled in high school.
• Literacy students may not enroll in a Bridges class.
• Students may take one free reading class per term and one ESL class, if needed.
• Classes may be canceled due to low enrollment.

Au Pairs: Per ICCB (Illinois Community College Board) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton’s free Reading/Literacy classes (including Bridges). Au Pairs may, however, enroll in the college low-cost tuition classes.

For more information call 847.635.1426.

DAYTIME CLASSES

Des Plaines Public Library, 1501 Ellinwood, Des Plaines
Registration: Monday, June 30, 9:15 am
Class Meets: Monday and Wednesday, 9:15 am-12:15 pm
First Class: Wednesday, July 2
Last day to register: Wednesday, July 9

Glenview Public Library, 1930 Glenview Road, Glenview
Registration: Thursday, June 26, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, July 1
Last day to register: Tuesday, July 8

Skokie Public Library, 5215 Oakton Street, Skokie
Registration: Thursday, June 26, 9:15 am
Class Meets: Tuesday and Thursday, 9:15 am-12:15 pm
First Class: Tuesday, July 1
Last day to register: Tuesday, July 8

EVENING CLASSES

Des Plaines Public Library, 1501 Ellinwood, Des Plaines
Registration: Thursday, June 26, 6:15 pm
Class Meets: Tuesday and Thursday, 6:15-9:15 pm
First Class: Tuesday, July 1
Last day to register: Tuesday, July 8
Bridges to Academic Reading and Writing

About the Program: Classes are for adults whose native language is not English and who speak at an intermediate level of English. Classes focus on developing reading and writing skills necessary to pursue GED or college classes.

- Students may take one Bridges reading class, one Bridges writing class and one ESL class, if needed.
- Bridges students may not enroll in the Learn to Read Program.

Au Pairs: Per ICCB (Illiinois Community College Board) regulations, au pairs are required to take post-secondary classes and cannot enroll in Oakton's free Bridges classes. Au Pairs may, however, enroll in the college low-cost tuition classes.

For more information call 847.635.1426.

GED and Evening High School

Alliance for Lifelong Learning can help you get your high school diploma. Two low-cost programs are available: GED and Evening High School.

GED Program

General Information: GED stands for General Educational Development. Passing the GED tests enables a student to earn a GED diploma, a credential accepted by most employers and schools. Oakton does not administer GED tests. Visit www.ged.com for test locations.

New students who do not attend the testing and counseling sessions pay the fee that appears in parenthesis after each course listing, for example: ($98). Continuing students and students who attend the testing and counseling pay the lower fee for GED-level classes and no fee for Pre-GED classes. Call Oakton's GED office at 847.635.1426 for more information.

Eligibility: Resident of Cook County and 17 years of age or older. (Age 16? Call the GED Office at 847.635-1426 for specific requirements.)

Tutoring: Tutoring and computer skills training are available for GED students on Tuesday and Thursday evenings, 6:30-9:30 p.m., at Oakton Community College in Skokie. Call 847.376.7682 for an appointment.

GED Placement Testing and Counseling

New students who want to begin their GED test preparation classes in June 2014 must come to the location listed below for two evenings of placement testing, counseling, and registration. Attendance is required on both evenings. Students must arrive on time and bring a calculator.

Oakton Community College
7701 North Lincoln Avenue, Skokie
June 24 and 26 (Tuesday and Thursday), 6:30 pm
Pre-GED Classes

PRE-GED ENGLISH SKILLS Fee: No Charge ($47)
A review of English usage, sentence structure, and punctuation.
EDU A02-31, OC/SK, 7 Tue., 7/1, 7-10 pm
EDU A02-32, Family Focus, 7 Mon., 7/7, 9:30 am-12:30 pm
EDU A02-33, OC/SK, 7 Tue., 7/1, 9:30 am-12:30 pm

PRE-GED READING SKILLS Fee: No Charge ($47)
Recognizing the main idea and supporting details, includes review of vocabulary development skills.
EDU A04-31, OC/SK, 7 Mon., 7/7, 7-10 pm
EDU A04-32, OC/SK, 7 Mon., 7/7, 7-10 pm
EDU A04-33, OC/SK, 7 Thu., 7/3, 9:30 am-12:30 pm

PRE-GED MATH SKILLS Fee: No Charge ($47)
Review of basic math skills, fractions, decimals and interpretations of graphs and charts.
EDU A07-32, OC/SK, 14 Mon./Wed., 7/2, 7-10 pm
EDU A07-33, OC/SK, 7 Wed., 7/2, 7-10 pm
EDU A07-34, Family Focus, 7 Wed., 7/2, 9:30 am-12:30 pm

GED Review Classes

GED ENGLISH REVIEW Fee: $4.50 ($47)
Review of sentence structure, grammar, and introduction to academic writing.
EDU A03-31, OC/SK, 7 Tue., 7/1, 7-10 pm

GED MATH REVIEW Fee: $4.50 ($47)
Focus on algebra, geometry, and interpreting graphs and charts.
EDU A08-31, OC/SK, 7 Wed., 7/2, 7-10 pm
EDU A08-32, OC/SK, 14 Mon./Wed., 7/2, 7-10 pm

GED COMPLETE REVIEW Fee: $10 ($98)
Intensive review of the four subject areas of the GED tests; course is intended for those close to taking the tests.
EDU A09-31, OC/SK, 16 Mon./Wed., 7/2, 6:30-9:30 pm
EDU A09-33, Dist. 65 Fam. Cent., 16 Mon./Wed., 7/2, 9:30 am-12:30 pm

SPANISH LANGUAGE - COMPLETE REVIEW (GED LEVEL) Fee: $10 ($98)
Preparation in all four areas of the GED tests; course is taught solely in Spanish and is intended for students wishing to take GED tests in their native language.
EDU A11-35, ETHS, 14 Mon./Tue./Wed., 7/1, 6-9:30 pm

CONSTITUTION REVIEW (GED LEVEL) Fee: $3 ($32)
Instruction on the U.S. and Illinois Constitutions and the Declaration of Independence; course can enable students to fulfill the Constitution test requirement of the GED tests.
HIS A01-31, OC/SK, 6 Thu., 7/3, 7-9:30 pm

GED SCIENCE/SOCIAL STUDIES REVIEW Fee: $4.50 ($47)
Prepare students for the science/social studies portion of the GED test.
EDU A18-31, OC/SK, 7 Tue., 7/1, 7-10 pm

GED READING REVIEW Fee: $4.50 ($47)
More in-depth analysis of text. Focus on reading for information.
EDU A05-31, OC/SK, 7 Mon., 7/7, 7-10 pm

Computer Lab for ESL, Literacy, and GED Students

Open only to students enrolled in Oakton’s free ESL, Literacy, GED, and Bridges classes. Practice English or math skills on the computer with the help of an instructor. Nine seats available on a first come/first served basis.

Location: Oakton Community College, Room A210, Skokie Campus
Days and times: Mondays/Wednesdays, 9:30 am-12 pm and Tuesdays, 6:30-9 pm
Availability Dates: July 2-August 25, 2014

Evening High School Program

General Information
Students who are not currently enrolled in a regular daytime high school program may obtain a high school diploma by attending evening classes at Maine South High School. Residents of Evanston, Maine, and Niles Townships must apply to their high school principals for permission to enroll. Glenbrook residents (District 225) must apply to Frank Santa, Principal of Glenbrook Evening High School at 847.486.4465.

Eligibility
• Resident of Evanston, Maine, Northfield, or Niles Township
• 17 years of age or older; call a counselor for more information.
• Evanston, Maine, and Niles residents: Apply to your high school principal for special permission to enroll.

Admission Procedures
Bring a transcript of your high school credits to:
Evening High School Coordinator
Alliance for Lifelong Learning
Maine South High School,
1111 Dee Road, Park Ridge, IL 60068
Call the Evening High School office at Maine South at 847.825.7719 between the hours of 6 and 9 p.m., Monday through Thursday, to set up an appointment. During daytime hours, call Tim Pappageorge at Maine East 847.825.4484 or the Adult Education Department at 847.635.1426.

Cost: Classes are $12 each (books available on free loan).
The Alliance for Lifelong Learning offers Continuing Education for the following Health Professionals and Paraprofessionals:


Co-Sponsored Programs
A program can be specifically designed by the Oakton continuing education consultants to meet the particular needs of our clients. It can be held at your site, Oakton Community College, a hotel or another site of your choosing. Consultation services can include development of content, assistance with selection of faculty, brochure development, mailing lists, registration of participants and obtaining continuing education professional credit.

Institutional Accreditation

Dietitians: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2011-14 renewal period by the Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, Provider No. OA0001.

Social Workers: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Social Worker Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 159-000167.

Marriage and Family Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Marriage and Family Therapist Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 168-000146.

Nursing Home Administrators: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Nursing Home Administrator Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 139-000061.

Professional Counselor/Clinical Professional Counselors: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Professional Counselor/Clinical Professional Counselor Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 197-000096.

Registered Nurses: Continuing nursing education activities will be submitted to the Wisconsin Nurses Association CEAP for approval to award contact hours. Wisconsin Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

Respiratory Care Practitioners: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Respiratory Care Practitioner Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 195-000010.

Accreditation for Other Health Professional Continuing Education Activities: Educational achievement of select individual activities is also recognized by the following agencies: IAODAPCA for Addiction Counselors; Illinois Emergency Management Agency for X-Ray Technicians.

Occupational Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Occupational Therapists Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 224-000089.

Speech-Language Pathologists/Audiologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-15 renewal period by the Speech-Language Pathology/Audiology Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 202-000183.

Other Professional Groups: One Universal Training Hour (UTH) from Oakton Community College is equal to one 60 minute clock hour.

Physical Therapists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2012-14 period by the Physical Therapy Licensing Board of the State of Illinois Department of Financial and Professional Regulations, sponsor license number 216-000221.

Psychologists: Oakton Community College/ALL-CEHP has been approved as a sponsor of continuing education in the 2013-2014 renewal period by the Psychologists Licensing Board of the State of Illinois, Department of Financial and Professional Regulation, sponsor license number 268-000017.

For more information about Health Professional programs, please call 847-635-1808 or visit our Web page at www.oakton.edu/conted for more upcoming Continuing Education Health Programs.
Programs for Mental Health Professionals

Be an early bird! Take advantage of our $69 early bird registration fee for full-day programs!

**Full-day programs:** $69 Early Bird • $100 Regular • $125 Walk-in

**No senior discount.**

**Registration:** 8 a.m., **Program:** 8:30 a.m. - 4:15 p.m. Morning tea and coffee included.

Ray Hartstein Campus, 7701 North Lincoln Avenue, Skokie, IL

### Ethics and Diversity

**Wednesday, June 25**

This interactive, skill-building program focuses on ethics as it pertains to effectively servicing a diverse client base and creating an organization that meets the needs of all employees and clients regardless of differences. Topics include cross-cultural counseling, ethics in group and family therapy, strategies for incorporating aspects of culture into the change process; and issues of diversity and ethics in cross-cultural supervision.

**This six-hour program satisfies the IDFPR three-hour ethics requirement for Illinois social workers and psychologists as well as the recent 3-hour cultural competence requirement for social workers.**

**HMHA94-30 [CRN 50078] Early Bird postmarked by May 26; HMHA94-31[CRN 50079] after May 26**

**Continuing Education clock/contact hours will be offered for Illinois Social Workers (6.5 clock hours), Professional Counselors (6.5 clock hours), Marriage and Family Therapist (6.5 clock hours), Psychologists (6.5 clock hours), Nursing Home Administrators (6.5 clock hours), Addictions Counselors IAODAPCA members (6.25 - 6.50 clock hours approved or pending approval), Occupational Therapists (7.5 contact hours), Speech and Language Pathologists/Audiologists (6.5 clock hours) and Teachers (6.5 CPDU’s), 6.5 Universal Training hours (UTH) will be offered to other professional groups.**

Programs start promptly at 8:30 a.m. Late arrival or early departure may result in adjustment of continuing education clock hours on certificates of attendance.

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### Program for Activity/Recreational Professionals

**36-hour Basic Orientation Course for Activity Directors**

**HTHA04-30 [CRN 50703], Tuesdays and Thursdays, May 20, 22, 27 and 29; June 3 and 5, 2014**

$450 advanced registration and $475 walk-in (plus $8 non-refundable processing fee).

**No senior discount.**

**Registration:** 8:30 a.m.; **Program:** 9 a.m. - 4:30 p.m.

Includes instruction, course notebook, morning refreshments and certificate of completion.

Lunch on your own. Bring a bag lunch to eat in the classroom or purchase a lunch in the campus cafeteria.

Ray Hartstein Campus, 7701 North Lincoln Avenue, Skokie, IL

**Course fulfills all Illinois Department of Public Health (IDPH) requirements by including information regarding: resident rights; activity care planning for quality of life; human wellness and self-esteem; etiology and symptomatology of persons who are aged; developmentally disabled or mentally ill; therapeutic approaches; philosophy and design of activity programs; activity program resources; program evaluation; practitioner behavior and ethics; resident assessment and supportive documentation; standards and regulations concerning activity programs; management and administration. Enrollment limited to 40 students. If proof of enrollment in this class is needed, call 847.635.1447.**

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**Processing Fee:** Registrants are charged an $8 non-refundable processing fee at the time of registration. Students who register online through the Flex Registration System are charged once per semester for an unlimited number of classes. Students registering in person, by mail, or fax, are charged an $8 fee with each registration.

**Cancellation/Refunds:** Course fees will be refunded if notification is received 48 hours prior to the seminar date. A $10 cancellation fee will be charged for cancellations.

**Advanced registration is recommended.**

Use the online Flex Registration system at [www.oakton.edu/conted](http://www.oakton.edu/conted), or register in person, by mail to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077, or by fax to 847.635.1448.

For more information, visit [www.oakton.edu/all](http://www.oakton.edu/all) or call 847.635.1808 or 847.635.1438.
CERTIFICATE IN LEGAL AND ETHICAL ISSUES IN NURSING  
Fee: $170 (no senior discount)  
Examine key legal and ethical issues to improve your practice and provide better patient care. The six-week program consists of five courses: Risks in Nursing Practice; Liability in Patient Care; Documentation; Employment; and Ethics. (23 contact hours)  
NUR A19-330 [CRN 50675], May 21 - July 11; NUR A19-331 [CRN 55676], June 18 - August 8;  
NUR A19-332 [CRN 50677], July 16 - September 5  

CERTIFICATE IN PAIN ASSESSMENT AND MANAGEMENT  
Fee: $170 (no senior discount)  
This six-week program provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, pain management and treatment for adults, children, and the elderly with cancer related and non-cancer related pain. (24 contact hours)  
NSE A56-330 [CRN 50678], May 21 - July 11; NSE A56-331 [CRN 50679], June 18 - August 8;  
NSE A56-332 [CRN 50680], July 16 - September 5  

CERTIFICATE IN PERINATAL ISSUES  
Fee: $129 (no senior discount)  
A multidisciplinary program designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families. Stay current with emerging trends affecting this specialized area. (20 contact hours)  
NUR A33-330 [CRN 50681], May 21 - July 11; NUR A33-331 [CRN 50682], June 18 - August 8;  
NUR A33-332 [CRN 50683], July 16 - September 5  

CERTIFICATE IN MEDITATION  
Fee: $68 (no senior discount)  
Explore various meditation techniques in this four-session program that can be used to support the mind-body connection and promote healing, health, and wellness. (8 contact hours)  
NUR A96-330 [CRN 50684], May 21 - July 11; NUR A96-331 [CRN 50685], June 18 - August 8;  
NUR A96-332 [CRN 50686], July 16 - September 5  

FOOD, NUTRITION, AND HEALTH  
Fee: $119 (in-district seniors: $80)  
Food and nutrition have a profound impact on our health and well-being. This course provides a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Designed for individuals working in the health care field, this course can also be taken by anyone who is interested in the topic.  
NUR A17-330 [CRN 50687], May 21 - July 11; NUR A17-331 [CRN 50688], June 18 - August 8;  
NUR A17-332 [CRN 50689], July 16 - September 5  

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product.  

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states. Provider approved by the California Board of Registered Nursing, Provider Number CEP 14693, for the stated number of contact hours.  
California Board of Behavioral Sciences Provider Number PCE 1564: This course meets the qualifications for the stated hours of continuing education credit for MFCCs and/or LCSWs as required by the California Board of Behavioral Sciences.  
ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetics Educators (NCBDE).  
ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11.
Intense global competition, emerging technologies, and rapidly changing marketplaces demand ongoing employee training. Since 1982, the Business and Professional Institute at Oakton has partnered with hundreds of businesses and organizations to provide practical education that improved management, technical, and leadership skills.

The Business Institute offers a full range of quality, cost-effective training solutions that can be delivered at the College, on site, or at another convenient location. An experienced team of consultants, trainers, and program managers provide the necessary tools to develop and enhance employee skills and knowledge to drive business results.

Collaborating with Oakton’s Business and Professional Institute offers many advantages:

Value - Affordable courses and workshops stretch training dollars. Knowledgeable staff stretch your Human Resources’ capabilities.

Quality - Top-notch instructors bring professional expertise to the classroom, ensuring desired outcomes.

Flexibility - Flexible service supports most schedules—days, evenings, or weekends; on-site; or at an Oakton campus.

Customized - Customized curriculum and training programs meet specific needs.

Proven Results - Effective training provides practical skills that immediately apply in the workplace.

To learn more, call 847.635.1447, e-mail businessinstitute@oakton.edu, or visit www.oakton.edu/bi.
Commercial Driver’s License (CDL) Training and Certification Program

Attend a FREE orientation session.
Registration required at www.cdlorientationoakton.eventbrite.com. Seating is limited.

Program includes classroom instruction, driver training, and lab hours to prepare for the Illinois Commercial Driver’s License (CDL) Class A exam.

**Highlights**
- All-inclusive tuition that covers permit, books, training, and CDL license exam.
- Job placement assistance.
- Help with job search tips, résumé writing, and interviewing skills.
- Visits from trucking industry recruiters looking to hire.

**Job Outlook**
- Great earning potential: drivers can make $35,000 to $70,000 annually.
- High demand: the U.S. Department of Labor projects that trucking jobs will increase by 28 percent through 2020.

**Registration Prerequisites**
- Have a valid driver’s license with a clean driving record.
- Be at least 18 years old (21 to drive LTL); high school diploma or equivalent.
- Pass an Illinois Department of Transportation physical exam and drug test.

WIA approved. Program operated in partnership with Viking Driving School.

For more information or to register for an orientation session, call 847.635.1463 or e-mail jivory@oakton.edu.
Directions to Oakton

Parking Information
Parking at the Des Plaines campus is available in Lots A and D, located directly north of the building. Handicapped parking is available in lots A, B and D for those with State of Illinois permits. Lot C provides parking for faculty and staff.

At the Ray Hartstein Campus in Skokie, parking is available in the lot accessible from Lincoln Avenue, except where signs specifically designate staff and faculty parking. Additional parking is available in the lot across Lincoln Avenue. Handicapped parking for those with State of Illinois permits can be found in the Lincoln lot as well as a parking lot designed exclusively for handicapped parking located on the north side of the building.

Public Safety
If you have any on-campus security concerns, contact the Public Safety department at 847-635-1880 in Des Plaines; 847-635-1422 in Skokie.

Note: This map is an approximation of the district boundaries. If you have questions regarding in-district residency, contact the Enrollment Center.

Go to [www.oakton.edu/directions](http://www.oakton.edu/directions) for directions.

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Oakton Community College
1600 East Golf Road, Des Plaines, IL 60016

Public Transportation
Pace Bus, running from the Skokie Davis CTA Station to Schaumburg, Woodfield Mall. Serving Old Orchard, Golf Mill, Des Plaines Metra Station. Stops at Oakton’s front entrance.

DRIVE TO THE DES PLAINES CAMPUS VIA TRI-STATE TOLLWAY
From North: Exit at Golf Road. Turn left at the traffic light at the end of the exit ramp. Turn right at the next traffic light (Golf Road). Turn right at the next traffic light onto College Drive.

From South: Take the Dempster East exit to Potter Road (first light). Turn left and continue to Golf Road. Turn left on Golf. Turn right onto College Drive.

DRIVE TO THE DES PLAINES CAMPUS VIA THE KENNEDY EXPRESSWAY
From South: Take the Kennedy Expressway (90) to the River Road exit. Turn left on River Road and proceed to Golf Road. Turn right and then left at the College entrance.

Oakton’s Ray Hartstein Campus
7701 N. Lincoln Avenue, Skokie, IL 60077

East and West: CTA Bus No. 97 stops three blocks north of the Ray Hartstein Campus at Oakton Street and Lamon Avenue.

From West: Pace Bus No. 210 stops in front of the Ray Hartstein Campus on Lincoln Avenue.

DRIVE TO THE SKOKIE CAMPUS VIA EDENS EXPRESSWAY (I-94)
From North: Exit Edens at Dempster Street East; drive east on Dempster to Niles Center Road; turn right on Niles Center Road and continue to Lincoln Avenue; turn left on Lincoln to the Ray Hartstein Campus entrance.

From South: Exit Edens at Touhy Avenue East; drive north on Skokie Boulevard to Lincoln Avenue; turn left on Lincoln to the Ray Hartstein Campus entrance.

For alternate routes to Oakton’s campuses, call 847-635-1668.
Summer registration starts March 26. Register online at www.oakton.edu/conted.

Four Ways to Register: Online, By Mail, By Fax, and In Person.

See page 4 for detailed information on how to register. For more information, visit our Web page at www.oakton.edu/conted or call 847.982.9888.

REGISTER EARLY! Classes are cancelled a week before start date if minimum enrollment is not reached.

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Method of prepayment: □ Cash □ Check (payable to Oakton Community College) □ Credit Card

Send checks (payable to Oakton Community College) to Alliance for Lifelong Learning, P.O. Box 367, Skokie, IL 60077.

□ Credit Card For credit card payment only, check one: □ Visa □ MasterCard □ Discover

Credit Card Number ___________________________________________ Exp. Date ____________________________

3-Digit Verification Code (on back of card) __ __ __ Signature ____________________________________________

Subtotal $8.00

Processing fee* $8.00

Total due $0.00

If paying by credit card, Fax to 847-635-1448.

No confirmation will be sent.

*At the time of each registration, an $8 non-refundable processing fee will be charged.